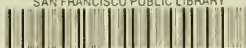


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SAN FRANCISCO BOARD OF SUPERVISORS  
ADMINISTRATION AND OVERSIGHT COMMITTEE

1992

Included in this volume are the Calendars of Meetings, the Budget Analyst's Memoranda relating to Calendar items, and the very few Minutes of the meetings that are available.



SF  
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#1  
1/14/92

CALENDAR

MEETING OF  
ADMINISTRATION AND OVER  
BOARD OF SUPERVISOR  
CITY AND COUNTY OF SAN FR

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S.F. CA 94102

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TUESDAY, January 14, 1992 - 10:00 A.M.

Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 89-91-17. [State Disability Insurance] Resolution authorizing enrollment of Classifications 0677 Judicial Secretary Coordinator, 0821 Superior Court Computer Coordinator and 0160 Assistant Director of Purchasing and Services in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

2. File 89-91-18. [State Disability Insurance] Resolution authorizing enrollment of Classification 1150 General Manager, Department of Electricity in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

3. File 89-91-19. [State Disability Insurance] Resolution authorizing enrollment of Classification A-520 Director, Convention Facilities Department in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

4. File 92-91-1.1. Consideration of appointment of members to the Mental Health Advisory Board vice Roy A. Neuner (psychologist), Robin Cooper (psychologist), Emily Cutler (public int./consumer), Supervisor Angela Alioto (Board member), Mari Tepper (consumer), and Everett Brandon, Esq. (consumer) terms expiring January 31, 1992, for the three-year term ending January 31, 1995. (Clerk of the Board)

Applicants:

Everett Brandon, Esq.  
Ann Jennings (family member/professional)  
Supervisor Alioto (Board member)  
Robin Cooper, MD (psychologist)  
Joseph Flanagan, Jr. (public interest)

ACTION:

5. File 92-91-27. Consideration of appointments to the Park and Open Space Advisory Committee vice Richard Sorro (Hsieh), Hilary Lamar (Britt), terms expiring July 15, 1991, for two-year terms ending July 15, 1993.

Applicant:

Carole Isaacs (Supervisor Hsieh)

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ACTION:

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6. File 92-91-30. [Appointments] Consideration of appointments to the Adult Day Health Care Planning Council, vice George Goodstein, MD (S.F. Med. Soc.), Thomas Rickert (transp.), Margaret Douglas (age group), Virginia Payongayong (age group), terms expiring September 30, 1991, for the three-year term ending September 30, 1994.

Applicants:

Thomas Rickert (transp.)  
Inez McClaren (Age group)

ACTION:

7. File 92-91-40. Consideration of appointment of member to the Bay Area Library and Information System Advisory Board, vice Jean Kalil, term expiring December 31, 1991, for the two-year term ending December 31, 1991. (Clerk of the Board)

Applicant:

Jean Kalil

ACTION:

CLOSED SESSION:

8. File 45-91-72. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Vilma Baeza against the City and County of San Francisco, by payment of \$8,000. (City Attorney)  
(Municipal Court No. 050-023)

ACTION:

9. File 45-91-73. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Beverly Ness against the City and County of San Francisco by payment of \$12,000. (City Attorney)  
(Superior Court No. 937-302)

ACTION:

10. File 45-91-74. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Roy Gager against the City and County of San Francisco by payment of \$6,750. (City Attorney)  
(Superior Court No. 915-541)

ACTION:

11. File 45-91-75. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Nelson Alas against the City and County of San Francisco by payment of \$15,000. (City Attorney)  
(United State District Court No. C-89-3363)

ACTION:

12. File 45-91-76. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Equal Employment Opportunity Commission (James L. Jackson) against the City and County of San Francisco by payment of \$50,000. (City Attorney) (United States Court No. C-86-1328 EFL.)

ACTION:

13. File 46-91-17. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. Eladio Sabater Portem. et al., upon receipt of the sum of \$7,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 058588)

ACTION:

14. File 46-91-18. [Settlement of Lawsuit] Ordinance authorizing settlement of Norman Silva v. Pier 39 Ltd. Partnership, et al., upon receipt of the sum of \$55,000 and dismissal of complaint. (City Attorney) (Superior Court No. 918795)

ACTION:

15. File 48-91-11. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Connie Tournahu by payment of \$7,500. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

Public Hearing Notice

90.04  
2  
14/92  
CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

January 9, 1992

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JAN 10 1992

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TO: Administration and Oversight Committee

FROM: Budget Analyst - *Recommendation*

SUBJECT: January 14, 1992 Administration and Oversight Committee Meeting

### Item 1 - File 89-91-17

1. The proposed resolution would authorize enrollment of classifications 0677 Superior Court Judicial Secretary Coordinator, 0821 Superior Court Computer Coordinator, and 0160 Assistant Director of Purchasing and Services in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. The proposed resolution assigns an incorrect classification number to the position of Assistant Director of Purchasing and Services. The correct numerical classification for this position is 1160. Ms. Jean Smith of the Employee Relations Division has confirmed that the subject of the legislation is classification 1160 rather than 0160, consistent with her transmittal memo to the Clerk of the Board dated November 21, 1991.

3. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. As of January 1, 1992, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

Memo to Administration and Oversight Committee  
January 14, 1992 Administration and Oversight Committee Meeting

4. The following classifications, which are not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
0677	Judicial Secretary Coordinator - Superior Court	1
0821	Computer Coordinator - Superior Court	1
1160	Assistant Director of Purchasing and Services	1

5. The Employee Relations Division (ERD) reports that it has received letters requesting coverage signed by the sole employees in the 0677 Superior Court Judicial Secretary Coordinator, the 0821 Superior Court Computer Coordinator, and the 1160 Assistant Director of Purchasing and Services classifications.

**Recommendation**

Amend the proposed resolution to change the classification for the Assistant Director of Purchasing and Services from 0160 to 1160 on lines 3 and 14. Approve the proposed resolution, as amended.

Item 2 - File 89-91-18

1. The proposed resolution would authorize enrollment of classification 1150 General Manager, Department of Electricity, in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. As of January 1, 1992, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification in the Department of Electricity, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
1150	General Manager, Department of Electricity	1

4. The Employee Relations Division (ERD) reports that it has received a letter requesting coverage signed by the sole employee in the 1150 General Manager, Department of Electricity classification.

Recommendation

Approve the proposed resolution.



Item 3 - File 89-91-19

1. The proposed resolution would authorize enrollment of classification A-520 Director, Convention Facilities Department, in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. As of January 1, 1992, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

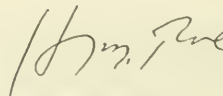
3. The following classification in the Convention Facilities Department, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
A-520	Director, Convention Facilities Department	1

4. The Employee Relations Division (ERD) reports that it has received a letter requesting coverage signed by the sole employee in the A-520 Director, Convention Facilities Department classification.

Recommendation

Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy

Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Ted Lakey



SF.  
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#1  
1/28/92

CALENDAR

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MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

City Librarian  
Public Library  
Civic Center

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TUESDAY, January 28, 1992 - 10:00 A.M.

Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 92-91-1.1. Consideration of appointment of members to the Mental Health Advisory Board vice Robin Cooper (psychiatrist), Emily Cutler (public int./consumer), Supervisor Angela Alioto (Board member), Mari Tepper (consumer), and Everett Brandon, Esq. (consumer) terms expiring January 31, 1992, for the three-year term ending January 31, 1995. (Clerk of the Board)

Applicants:

Everett Brandon, Esq. (consumer)  
Ann Jennings (family member/professional)  
Supervisor Alioto (Board member)  
Robin Cooper, M.D. (psychiatrist)  
Joseph Flanagan, Jr. (public interest)  
Nancy Messersmith (cons/family member/public inter.)

ACTION:

2. File 92-91-39. Consideration of appointment of members to the Doyle Drive Task Force. (Board of Supervisors)

Applicants:

Gordon Chester (Dept. of Parking and Traffic)  
Bill Wycko (City Planning Department)  
Joyce Pavlovsky (Marin County Representative)

ACTION:

3. File 92-91-47. Consideration of appointments to the Telecommunications Policy Committee vice Linda Post (public interest), Byron Rhett (public interest), Carole Roberts (TV production), and Harmon Shragge, Jr. (public interest), terms expiring February 1, 1992, for the two-year terms ending February 1, 1994.

Applicants:

Kathleen Tyner (TV production)  
Martha Schmidt (public interest)  
Larry Simi (public interest)  
Carole Roberts (TV production)  
Harmon Shragge, Jr. (public interest)

ACTION:

4. File 93-91-21. [Memorandum of Understanding] Resolution ratifying wage freeze MOU with union of American Physicians and Dentists. (Employee Relations Division)

ACTION:

5. File 257-91-1. [Ballot Measure] Charter amendment (First Draft) amending Section 3.551 General Manager; Other Executives relating to the appointment and removal of civil service exempt executives of the Recreation and Park Department. (Supervisor Hallinan)

ACTION:

6. File 274-91-1. [Ballot Measure] Charter amendment (Skeletal) amending the charter relating to taxicab regulations. (Supervisor Hallinan)

ACTION:

7. File 180-92-2. [Ballot Measure] Charter amendment (Skeletal) amending the charter relating to the Department of Parking and Traffic. (Supervisor Maher)

ACTION:

8. File 269-91-1. [Ballot Measure] Charter amendment (Skeletal) amending Sections 3.530 and 3.530-2 relating to the Office of Citizens Complaints. (Supervisor Kennedy)

ACTION:

9. File 273-91-1. [Ballot Measure] Draft Charter amendment amending Section 3.510 and 4.103 relating to transferring functions and personnel of the County Clerk to the Department of Governmental Services, City and County of San Francisco. (Supervisor Kennedy)

ACTION:

10. File 187-90-1. [Ballot Measure] Charter amendment (First Draft) amending Section 3.104 regarding the establishment of an Office of Contract and Public Policy Compliance. (Supervisor Kennedy)

ACTION:

11. File 229-91-4. [Ballot Measure] Charter amendment (Skeletal) amending Sections 8.409, 8.409-1, 8.409-2, 8.409-3, 8.409-4, 8.409-5, and 8.409-6 relating to rights and obligations of employees and employer concerning bargaining and impartial arbitration of employment disputes for miscellaneous employees. (Supervisor Shelley)

ACTION:

12. File 267-91-1. [Ballot Measure] Charter amendment (Skeletal) amending the Charter relating to restructuring of City government. (Supervisor Shelley)

ACTION:

13. File 265-91-1. [Ballot Measure] Charter amendment (First Draft) adding Section 6.209 relating to establishing the funding level requiring a set percentage of the general fund to be devoted to the protection and maintenance of the City's infrastructure. (Supervisor Gonzalez)

ACTION:

14. File 266-91-1. [Ballot Measure] Charter amendment (First Draft) amending Section 7.100 relating to maintenance of inventories of materials, supplies, and equipment. (Supervisor Gonzalez)

ACTION:

NOTE: THE CHAIR INTENDS TO ENTERTAIN A MOTION TO TABLE THE FOLLOWING FILES.

15. File 284-89-1. [Ballot Measure] Charter amendment (Second Draft) amending Section 3.683, 3.683-1, 3.683-2, 3.683-3, 3.683-4, 3.683-5 and 3.683-6 and 3.683-7, regarding the establishment of a Department of Children, Youth and Families with specified duties and powers, and consisting of a Commission for Children, Youth and Families, an Executive Director, Community Advisory Councils, Central and District Offices, and such employees as may be necessary, and providing for an annual master plan for children, youth and families. (Supervisor Ward)

ACTION:

16. File 235-90-1. [Ballot Measure] Charter amendment (Second Draft) amending Sections 8.509, 8.511, 8.557, 8.559-13, 8.581, 8.585-13, 8.586-13 and 8.588-13, regarding employment after retirement for miscellaneous and safety employees. (Supervisor Nelder)

ACTION:

17. File 245-90-1. [Ballot Measure] Charter amendment (First Draft) amending Section 3.691 to remove control of off-street parking facilities from the airports commission and Section 3.698-3 to allow the Board of Supervisors to transfer to the Department of Parking and Traffic control over off-street parking facilities at the airport. (Supervisor Maher)

ACTION:

18. File 213-91-1. [Ballot Measure] Motion ordering submission of an ordinance, establishing a tax on the privilege of selling at retail within the City and County of San Francisco aerosol paint containers, containers of any other marking substance, felt tip markers, or any other marking instruments, and requiring the City and County to expend tax revenue for purposes of the removal and prevention of graffiti or for educational programs for at-risk youth to combat graffiti vandalism in all its forms, and requiring that the ordinance be repealed no later than five years after its effective date. (Supervisor Kennedy)

ACTION:

19. File 224-91-1. [Ballot Measure] Charter amendment (skeletal) amending Sections 3.530-2 and 8.343 to provide for changes in the office of citizen complaints' investigative procedures and the police discipline system. (Supervisor Hallinan)

ACTION:

20. File 233-91-1. [Ballot Measure] Charter amendment (skeletal) amending the Charter by adding Section 8.400 General Rules for Establishing Pay Compensation relating to payment for service. (Supervisor Ward)

STATUS:

#### CLOSED SESSION – LITIGATION

21. File 45-92-1. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of William E. Henry against the City and County of San Francisco by payment of \$17,500. (City Attorney) (Superior Court No. 921-474)

ACTION:

22. File 48-92-1. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Lucy Leong in the amount of \$10,000. (Supervisor Hallinan)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

10.04  
2  
28/92  
CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

January 24, 1992

DOCUMENTS DEPT.

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendation

SUBJECT: January 28, 1992 Administration and Oversight Committee Meeting

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Item 5 - File 257-91-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** First Draft

**Section Affected:** The proposed Charter Amendment would amend Section 3.551 thereof, relating to the appointment and removal of civil service exempt executives of the Recreation and Park Department.

**Description:** Presently, Charter Section 3.551 allows the General Manager of the Recreation and Park Department, with the approval of the Recreation and Park Commission, to appoint or remove the Superintendent of Recreation, the Superintendent of Parks, the Director of the Zoo, the Director of the Strybing Arboretum and Botanical Gardens, and the General Manager's Executive Secretary.

The proposed Charter Amendment would allow the General Manager to also appoint or remove the Chief Veterinarian of the Zoo.

Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

**Comment:** The proposed Charter Amendment would exempt the Chief Veterinarian of the Zoo from the Charter's Civil Service provisions. The Chief Veterinarian of the Zoo is currently classified as a 2290 position, a one position classification, for which the annual compensation, including fringe benefits, is \$98,115. As of the writing of this report, the Civil Service Commission is in the process of analyzing the effect of this proposed Charter Amendment on the Civil Service System.

**Effect on the Cost of Government:** The Controller has determined that the proposed Charter Amendment would neither increase nor decrease the cost of government.

Item 6 - File 274-91-1

Proposed Ballot  
Measure:

Charter Amendment

Draft:

Skeletal

Section Affected:

The proposed Charter Amendment would amend the Charter relating to taxicab regulations.

Description:

Appendix F to the Charter, an initiative ordinance entitled "Ordinance Providing for the Regulation of Taxicabs and Other Motor Vehicles for Hire," (Proposition K) was adopted by San Francisco voters on June 6, 1978. Under the existing Charter requirements, pursuant to the initiative ordinance, a taxicab owner permit applicant must file an application with the Secretary of the Police Commission, and within 15 days of the filing of such an application, the Secretary of the Police Commission publishes a notice within the newspaper. In addition, the Charter requires that no ownership permit shall be issued unless the person applying for the permit declares, under penalty of perjury, his or her intention actively and personally to engage as permittee-driver for at least four hours during any 24 hour period on at least 75 percent of the business days during the calendar year.

The proposed Charter Amendment would add that "no permittee shall be required to drive if he or she is either (1) unable to drive due to illness or injury; or (2) has driven a taxicab in the City and County of San Francisco for at least 20 years pursuant to a driver's permit issued by the Chief of Police." Therefore, a permittee would not have to personally engage as a driver for at least four hours a day during any 24 hour period on at least 75 percent of the business days during the calendar year if either one of these two above-listed conditions are met.

Comments:

1. Sergeant Steven Toccini of the Police Department's Permit Division reports that the existing taxicab owners would benefit from the proposed Charter Amendment. Sgt. Toccini explains that existing taxicab owners could lease their taxicabs to other drivers if they personally either are unable to engage in driving the required hours due to illness or injury, or if the existing cab owners have driven a taxicab in San Francisco for 20 years. Sgt. Toccini advises that currently there is a limit of 811 taxicab owner permits in San Francisco.

2. Officer Farrell Susslow of the Police Department reports that currently taxicab owners already lease their permits to other drivers for those additional hours above those hours that are required by the provision which requires taxicab owners to drive at least four hours a day, during any 24 hour period on at least 75 percent of the business days during the calendar year. However, the proposed Charter Amendment would allow taxicab ownership permits holders to lease up to 100 percent of their hours to other drivers, and therefore never drive themselves, if either the taxicab owner is unable to drive due to illness or injury, or if the taxicab owner has driven a taxicab for at least 20 years in San Francisco.

3. Section 4 of Appendix F of the Charter already provides that the "Chief of Police, and only after a thorough investigation, may on written application grant to the holder of any permit hereunder permission to suspend operation pursuant to such permit for a period not to exceed 90 calendar days in any one 12 month period in case of sickness, death or similar hardship." Therefore, the proposed Charter Amendment could be revised to reflect that currently a taxicab owner may petition the Police Commission to waive the driving requirement provision due to illness or injury for up to a 90-day period.

4. Officer Susslow indicates that ownership permittees must pay approximately \$350 for the ownership application, and subsequently pay approximately \$120 in annual renewal fees.

5. A "Taxi Industry Analysis" was completed by a Mayor's Taxi Committee in December, 1990. Officer Susslow reports that some of the recommendations have since been implemented such as implementing a fare increase, and a permit fee increase. Included as one of the recommendations was to refine Proposition K, including a feasibility study of increasing the industry's operating flexibility while at the same time preserving Proposition K's original intent, which was allowing working drivers to own a part of the taxi business and to stop the profiteering of selling permits. However, the proposed Charter Amendment was not one of the specific recommendations regarding refining Proposition K.

6. Sgt. Toccini indicates that the level of service provided to the public as a result of the proposed Charter Amendment would not be affected, since the number of taxicab owner permits would remain at 811. However, no analysis has

been completed on whether the quality of services would be affected.

7. Although the calendar for the January 28, 1992 Administration and Oversight Committee meeting reflects a Skeletal Charter Amendment, a first draft of the proposed Charter Amendment has been subsequently introduced. The Budget Analyst's report reflects the information contained in the first draft.

**Effect on the Cost  
of Government:**

The proposed Charter Amendment does not specify how it would be implemented or whether additional staff or other additional costs would be required. Therefore, the effect on the cost of government cannot be determined at this time. The Police Department indicates that in order to implement the proposed Charter Amendment, the Department would have to develop a list of those taxicab owners exempt from the driving requirement, and additional investigative work would have to be completed. However, the Police Department cannot determine whether additional staff or additional overtime hours would be incurred if the proposed Charter Amendment is implemented.



Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

Item 7 - File 180-92-2

**Proposed Ballot  
Measure:**

Charter Amendment

**Draft:**

Skeletal

**Section Affected:**

The proposed Charter Amendment does not specify which sections of the Charter would be amended. Therefore, the sections affected are unknown at this time.

**Description:**

The proposed Charter Amendment would amend the Charter as it relates to the Department of Parking and Traffic. However, no additional information is available regarding this proposed Charter Amendment.

**Effect on the Cost  
of Government:**

The proposed Charter Amendment does not identify which specific procedures would be implemented. Therefore, the potential additional costs from the proposed skeletal Charter Amendment are unknown at this time.

**Comments:**

1. According to the sponsor of the proposed skeletal Amendment, a draft is currently in process at the City Attorney's Office, and will be introduced at the Administration and Oversight Committee Meeting January 28, 1992. However, as of the writing of this report, this draft was not yet available.

2. A previous Charter Amendment provided for the creation of the Department of Parking and Traffic and the consolidation of functions previously provided by the Parking Authority, Police Department, Department of Public Works and the Treasurer Tax Collector. While this consolidation was intended to provide improved services at no increased cost, the amounts appropriated for these services has increased each year and over 100 positions (including 61 parking control positions) have been added to the City budget since the creation of the new Department.



Item 8 - File 269-91-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** Skeletal

**SectionAffected:** The proposed Charter Amendment would amend Sections 3.530 and 3.530-2 relating to the Office of Citizens Complaints. Section 3.530 outlines the guidelines and regulations governing the staffing components of the Police Department. Section 3.530-2 establishes the administrative procedures and rules and regulations pertaining to the Police Department's Office of Citizen's Complaints.

**Description:** Under a 1982 Charter Amendment, the, San Francisco voters approved the creation of the Office of Citizen Complaints (OCC) as one part of a two-pronged system, investigative and disciplinary, for holding Police Officers accountable for their actions. The OCC is responsible for performing independent civilian investigations of all citizen complaints of police misconduct to determine whether the complaints have merit. Disciplinary action, where appropriate, is determined by the Chief of Police or the Police Commission.

**Effect on the Cost  
of Government:**

The proposed Charter Amendment which is in skeletal form, does not specify what the amendments to Sections 3.530 and 3.530-2 would provide. Therefore, the effect of these amendments on the City's costs, are unknown at this time.



Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

Item 9 - File 273-91-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** First

**Sections Affected:** The proposed draft Charter amendment would amend Section 3.510 and 4.103 relating to transferring functions and personnel of the Superior Court and the County Clerk to the County Recorder's Office.

**Description:** In 1979 through a Charter amendment, the San Francisco Office of the County Clerk functions and personnel were placed under the direction of the Superior Court. The Charter was again amended in 1987 whereby the position of County Clerk, which had previously been a Civil Service position, became an appointed position. The County Clerk is appointed by and holds office at the pleasure of the judges of the Superior Court. The Superior Court began transferring parts of the County Clerk's budget into the Superior Court's budget in the 1987-88 fiscal year. Other parts of the County Clerk's budget were transferred in subsequent years.

The 1991-92 Superior Court's budget includes all of the County Clerk's budget except for the personnel costs of 113 Civil Service staff positions which are in the County Clerk's budget. Five of the 113 positions in the County Clerk's budget and one position in the Superior Court's budget perform county clerk functions that are not related to court functions, such as registration of Notary Publics, Fictitious Business Names, Process Servers, Photocopiers and Naturalization Records, issuing marriage licenses, employee oaths of office and miscellaneous non-court filings and posting legal notices at the courthouse door. The other 108 positions in the County Clerk's budget (113 positions less the five positions performing County Clerk functions) perform court related services.

Under the proposed Charter Amendment, the six Civil Service positions that perform the functions that are not related to the operations of the Courts and are statutory functions of the County Clerk would be transferred to the San Francisco County Recorder's Office effective beginning in fiscal year 1992-93 (July 1, 1992 through June 30, 1993). Some of the non-court functions are already supervised by the Recorder's Office and under the proposed Charter Amendment the six positions would physically be moved into the Recorder's offices in City Hall. The six positions that

Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

would be transferred from the Superior Court and County Clerk's budgets to the Recorder's budget are as follows:

	Number of Positions	1991-92 Annual Salary Budget
<u>From Superior Court Budget</u>		
0681 Judicial Clerk Senior	1	\$33,382
<u>From County Clerk Budget</u>		
8106 Legal Process Clerk	3	86,447
8108 Senior Legal Process Clerk	1	31,527
8113 Court Clerk	<u>1</u>	<u>45,829</u>
Total	6	\$197,185

**Comments:** Mr. Bruce Jamison, the County Recorder, advises that the six positions that would be transferred can be accommodated in existing space in the Recorder's Office and that no new space will be required.

**Effect on the Cost of Government:** The proposed Charter Amendment would transfer six positions from the Superior Court and the County Clerk's offices and budgets to the Recorder's office and budget with no change in classification of the individual positions. As a result, there should be no change in the cost of government.

Item 10 - File 187-90-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** First

**Section Affected:** The proposed Charter Amendment would add Section 3.104: Office of Contract and Public Policy Compliance, to Article III, Executive Branch.

**Description:** The proposed Charter Amendment would establish an Office of Contract and Public Policy Compliance (OCPPC) under the Mayor. The OCPPC would insure that City contractors and subcontractors comply with any affirmative action or nondiscrimination ordinances adopted by the Board of Supervisors. The Mayor would appoint and have the power to remove the Director who administers the OCPPC.

The Director of the proposed OCPPC would have the authority to investigate and take action against contractors who have failed to comply with these laws. The Board of Supervisors may adopt legislation to take specified actions to enforce compliance with those laws, including requesting legal action by the City Attorney.

**Comments:**

1. The Budget Analyst notes that the Human Rights Commission's 1991-92 budget includes Contract Compliance Officers, some of which are assigned on work-orders to other City Departments.

2. Mr. Ed Lee, Director of the Human Rights Commission, notes that the City's contract compliance ordinance is scheduled to sunset in June 1992 and must be re-enacted at that time for its provisions to remain in effect. Mr. Lee observes that a transfer of responsibilities for contract compliance monitoring and enforcement from the Human Rights Commission to another agency of government is best achieved at the same time that the ordinance governing these functions is re-enacted.

**Effect on the Cost  
of Government:**

The proposed Charter Amendment specifies the hiring of a Director to administer the OCPPC. Since the function of the OCPPC would be similar to some functions of the Human Rights Commission (HRC), the salary of the Director of the OCPPC might be similar to that of the annual salary of the Director of the HRC (\$86,502) or a Contract Compliance

Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

Officer II (\$71,162). Based upon these estimates, including mandatory fringe benefits, the total cost for a Director to administer the OCPPC would range between \$90,376 and \$109,858.

The proposed Charter Amendment does not specify whether other additional staff would be required. If the OCPPC required other additional staff, the City would incur additional costs of these staff including salaries, mandatory fringe benefits, materials and supplies, and rental of office space to accommodate the Director and the staff. The potential additional costs of these expenses are unknown at this time.

Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

Item 11 - File 229-91-4

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** Skeletal

**Section Affected:** The proposed Charter Amendment would amend Sections 8.409, 8.409-1, 8.409-2, 8.409-3, 8.409-4, 8.409-5, and 8.409-6.

**Description:** The proposed Charter Amendment would amend the Charter as it relates to the rights and obligations of employees and employer concerning bargaining and impartial arbitration of employment disputes for miscellaneous employees. However, no additional information is available regarding this proposed Charter Amendment.

**Effect on the Cost of Government:** The proposed Charter Amendment does not identify which specific procedures would be implemented. Therefore, the potential additional costs from the proposed skeletal Charter Amendment are unknown at this time.

**Comment:** The sponsor of the proposed skeletal Charter Amendment requests that the proposed Amendment be continued to the call of the Chair.



Item 12 - File 267-91-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** Skeletal

**Section Affected:** The proposed Charter Amendment does not specify which sections of the Charter would be amended. Therefore, the sections affected are unknown at this time.

**Description:** The proposed Charter Amendment would amend the Charter as it relates to the restructuring of City government. However, no additional information is available regarding this proposed Charter Amendment.

**Effect on the Cost of Government:** The proposed Charter Amendment does not identify which specific procedures would be implemented. Therefore, the potential additional costs from the proposed skeletal Charter Amendment are unknown at this time.

**Comment:** The sponsor of the proposed skeletal Charter Amendment requests that the proposed Amendment be continued to the call of the Chair.



Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

Item 13 - File 265-91-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** First

**Section Affected:** The proposed Charter amendment would add a new Section 6.209 relating to establishing the funding level requiring a set percentage of the General Fund to be devoted to the protection and maintenance of the City's infrastructure.

**Description:** The proposed Charter amendment would provide that the Mayor must include and the Board of Supervisors must approve, in each annual budget and Annual Appropriation Ordinance, an amount for capital improvement project funds based on a specified percentage of the General Fund revenues as outlined below:

<u>Fiscal Year</u>	Percentage of General Fund_ <u>Revenue</u>	Annual Amount Based on	FY 1991-92	FY 1991-92	<u>Difference</u>
		General Fund	General Fund Revenues*	Capital Improvements <u>Budget</u>	
1993-94	1.5%		\$17,952,000	\$7,400,000	\$10,552,000
1994-1995	2.0		25,102,800	7,400,000	17,702,800
1995-1996 through 2003-2004	2.5		32,773,500	7,400,000	25,373,500
Subsequent Fiscal Years	1.5	would increase based on growth factor in General Fund Revenues.			

\*Based on 1991-92 General Fund revenue amount of \$1,043,583,213 (exclusive of revenue transfers and equity transfers) adjusted annually by a 5 percent inflationary factor. These amounts are preliminary projections and were provided by the Controller's Office.

Section 6.209 would also provide that no later than September 1, 1992 (as well as each subsequent year) the Controller must make available for public distribution a list of all General Fund revenue sources and the amounts derived from those sources in the Annual Appropriation Ordinance for FY 1991-92.

The proposed amendment would additionally provide that capital improvement project funds appropriated pursuant to Section 6.209, must be expended solely for the acquisition,

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

maintenance, and construction of real property and improvements belonging to the City in accordance with the following criteria:

1) In FY 1993-94, 62 percent or \$12,124,119, based on 1991-92 dollars, of the capital improvement project funds must be used for maintenance. In FY 1994-95, 41 percent or \$10,690,083, based on FY 1991-92 dollars, of the capital improvement project funds must be used for maintenance. In FY 1995-96, 31 percent of capital improvement project funds or \$10,103,432, based on FY 1991-92 dollars, must be used for maintenance. The percentages specified for annual maintenance may be changed in any given year by the Board of Supervisors on the basis of a resolution approved by a 2/3 vote. Maintenance is defined as routine facilities maintenance and minor repairs which are performed on an annual basis.

2) In subsequent years, capital improvement project funds may be expended for any capital improvement project approved by the Mayor and the Board of Supervisors subject to the budgetary and fiscal provisions of this Charter.

Additionally, under the proposed amendment, the requirements of Section 6.209 would not limit a maximum amount to be appropriated for capital projects. Rather, under the proposed amendment, only minimum amounts are required. The proposed amendment also provides that any amounts appropriated pursuant to Section 6.209 that are not expended during the fiscal year must be carried forward and expended in subsequent fiscal years in accordance with the allocation criteria specified in this section for the year in which the appropriation of the unexpended funds was mandated.

Finally, Section 6.209 would provide that the amount of the capital improvement project funds, to be expended in accordance with this Charter Amendment, must be used exclusively to augment General Fund capital improvement and maintenance expenditures and not to supplant or replace the maintenance components of existing departmental operating budgets. To that end, the Controller must, no later than September 1, 1992, calculate the aggregate City appropriations from General Funds for maintenance in FY 1992-93 (base amount). The Controller must adjust the base amount annually no later than June 1st of each subsequent fiscal year. That adjustment must reflect the percentage increase or decrease in aggregate General Fund City appropriations for the then current fiscal year

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

compared with the aggregate General Fund City appropriations in FY 1992-93.

**Comments:**

1. As noted above, the proposed Charter Amendment would provide that Capital Improvement project funds that are to be expended in accordance with the Charter Amendment, must be used exclusively to augment General Fund improvement and maintenance expenditures and not to supplant or replace the maintenance components of existing departmental budgets. Mr. Steve Nelson of the Office of the Chief Administrative Officer reports that this provision is intended to preclude the Capital Improvement Project funds from being used to replace funds for the City department's ongoing maintenance personnel (i.e., Plumbers at Laguna Honda) and routine departmental requests for Department of Public Works' maintenance services performed through interdepartmental orders.

2. Mr. Rudolf Nothenberg, Chief Administrative Officer (CAO) reports that the proposed Charter Amendment is aimed at guaranteeing that increased funds would become available to protect and maintain the City's infrastructure. Mr. Nothenberg has projected needed annual General Fund expenditures for capital investments, as follows:

<u>Area of Capital Investment</u>	<u>Annual Cost in 1991 Dollars (millions)</u>
1) Routine facilities maintenance and unscheduled minor repairs (annual program)	\$8.0
2) Special Needs: Asbestos control, physical accessibility, underground tanks (6-year program for a total projected cost of \$21 million)	3.5
3) Major building component rehabilitation and replacements per facilities condition monitoring system; primarily future cost avoidances or replacement of non functional systems (10-year catch-up program for a total projected cost of \$100 million)	10.0
4) Building changes to accommodate changes in departmental mission, program growth, changed technology or court mandates (annual program)	4.5
Total	<u>\$26.0*</u>

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\*The \$26.0 million would be adjusted annually for inflation, deferred maintenance, mandated needs, and other improvement work to provide for a pay-as-you-go maintenance and improvement program. This amount differs from the \$25.1 million preliminary projection from the Controller's Office.

3. The CAO advises that the proposed Charter Amendment is designed to step up gradually into the above noted funding level by requiring a set percentage of the General Fund monies to be allocated to the City's infrastructure.

4. For General Fund and General Fund-supported facilities, annual appropriation levels for facilities maintenance and capital improvements have been decreasing for the last several years. In FY 1984-85 and FY 1985-86, annual General Fund appropriations averaged \$11 million annually. In FY 1986-87 and FY 1987-88, annual General Fund appropriations increased to an average of \$18 million per year. For FY 1988-89 to FY 1990-91, the annual funding level decreased to an average of \$9.7 million. The General Fund amount budgeted for 1991-92 for capital improvement projects is \$7.4 million.

**Effect on the Cost  
of Government:**

The Controller's Office preliminary projection is that the Charter Amendment would cost the City's General Fund approximately \$17.9 million annually in FY 1993-94, \$25.1 million in FY 1994-95 and \$32.8 million in 1995-96, based on the current trend of 5 percent growth in the General Fund revenues, with subsequent fiscal year increases based on the future growth factor in General Fund revenues. These General Fund amounts exceed the \$7.4 million budgeted for capital improvements for 1991-92 by a range of \$10.5 million to \$25.4 million. The additional revenues needed to pay for the Capital Improvement Project funds would either have to be transferred from other existing City departmental services or other revenue resources would have to be identified to pay for these capital improvement costs.

Item 14 - File 266-91-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** First Draft

**Section Affected:** The proposed Charter Amendment would amend Section 7.100 thereof, relating to the maintenance of inventories of materials, supplies, and equipment.

**Description:** Presently, Charter Section 7.100 requires the Purchaser to maintain an inventory of all materials, supplies and equipment purchased for and in use in all City departments and offices. According to the Purchaser, the Charter requires the Purchaser to manage all of the City storerooms located in the Departments.

In a report completed in March, 1991, the Budget Analyst recommended that the Purchaser turn over management and control of the City's storerooms to the departments. The proposed Charter amendment would clarify the role of the Purchaser and allow the departments to assume management and control of the City's storerooms.

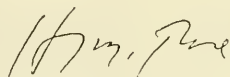
**Comments:** 1. The Budget Analyst had determined in its audit report in 1991 that administrative control of the storerooms was inadequate, and as a result, accountability for the operation of the storerooms is diffused. The Budget Analyst subsequently recommended that the storerooms would be managed more effectively and efficiently if administrative control were given to the operating departments. By giving administrative control of the storerooms to the departments, the City could clearly assign accountability to the departments for administration of the storerooms.

2. The Budget Analyst further recommended that, as a result of the assignment of storeroom control to the Departments, five positions be eliminated from the Purchaser's budget at a savings of approximately \$224,250 per year. However, the Budget Analyst also recommended an increase of three positions in the City's internal audits staff to periodically audit the performance of the storerooms at a cost of \$164,400 per year. The net savings from the two recommendations would be \$59,850, annually. To date, these recommendations have not been implemented.

Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

**Effect on the Cost**

**of Government:** The Controller has determined that the proposed Charter Amendment would neither increase nor decrease the cost of government.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

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Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting  
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REVISED

Item 14 - File 266-91-1

DOCUMENTS DEPT.

Proposed Ballot

Measure:

Charter Amendment

JAN 29 1992

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Draft:

First Draft

Section Affected:

The proposed Charter Amendment would amend Section 7.100 thereof, relating to the maintenance of inventories of materials, supplies, and equipment.

Description:

Presently, Charter Section 7.100 requires the Purchaser to maintain an inventory of all materials, supplies and equipment purchased for and in use in all City departments and offices. According to the City Attorney, the Charter does not require the Purchaser to manage all of the City storerooms located in the Departments.

In a report completed in March, 1991, the Budget Analyst recommended that the Purchaser turn over management and control of the City's storerooms to the departments. According to the Purchaser, beginning in 1992-93, departments electing to assume control of their storerooms will no longer be required to budget funds to the Purchasing Department to pay for storekeeping staff in the department storerooms. These storekeeping positions will be transferred to the departments.

The proposed Charter amendment would clarify the role of the Purchaser and relieve the Purchaser of the technical responsibility of reporting on inventories in storerooms transferred to departments.

Comments:

1. The Budget Analyst had determined in its audit report in 1991 that administrative control of the storerooms was inadequate, and as a result, accountability for the operation of the storerooms is diffused. The Budget Analyst subsequently recommended that the storerooms would be managed more effectively and efficiently if administrative control were given to the operating departments. By giving administrative control of the storerooms to the departments, the City could clearly assign accountability to the departments for administration of the storerooms.

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BOARD OF SUPERVISORS

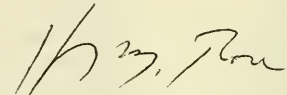
BUDGET ANALYST - Recommendation

Memo to Administration and Oversight Committee  
January 28, 1992 Administration and Oversight Committee Meeting

2. The Budget Analyst further recommended that, as a result of the assignment of storeroom control to the Departments, five positions be eliminated from the Purchaser's budget at a savings of approximately \$224,250 per year. However, the Budget Analyst also recommended an increase of three positions in the City's internal audits staff to periodically audit the performance of the storerooms at a cost of \$164,400 per year. The net savings from the two recommendations would be \$59,850, annually. To date, these recommendations have not been implemented.

**Effect on the Cost  
of Government:**

The Controller has determined that the proposed Charter Amendment would neither increase nor decrease the cost of government.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
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Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

January 31, 1992

TO: Administration and Oversight Committee - Recommendation  
FROM: Budget Analyst  
SUBJECT: Recessed February 4, 1992 Administration and Oversight Committee Meeting

Item 1 - File 180-92-2

DOCUMENTS DEPT.

Proposed Ballot  
Measure:

Charter Amendment

Draft:

First

Division Affected:

The proposed Charter Amendment would delete Divisions 3.698, 3.698-1, Division 3.698-2, and Division 3.698-3, and amend Divisions 3.510, 3.538, 3.552, and 7.403

Description:

The proposed Charter Amendment would eliminate the Department of Parking and Traffic, established under Proposition D, approved by the electorate in November 1988. Instead, the Department of Public Works (DPW), the Police Department, the Parking Authority, the Department of Electricity, and the Tax Collector's Office would perform the services now performed by the Department of Parking and Traffic. According to Mr. Julian Hultgren of the City Attorney's Office, the proposed Charter Amendment would recreate the same system as before the Department of Parking and Traffic was created, with two exceptions. First, under the previously approved Proposition D, responsibility for the administration of leases for public garages located under parks was transferred from the Recreation and Park Department to the Parking Authority under the Department of Parking and Traffic. The proposed Charter Amendment

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would leave the responsibility for the administration of such leases with the Parking Authority, now a Division of the Department of Parking and Traffic that would revert to an independent department. Second, although the authority over Parking Control Officers would revert to the Police Department, the proposed Charter Amendment would give the Board of Supervisors the authority to transfer authority over Parking Control Officers to any other City Department.

Proposition D amended the Charter by adding Section 3.698, to establish a Department of Parking and Traffic to be governed by a five member commission. The Department of Parking and Traffic was established to combine the parking and traffic related services provided by various City departments into a single department. The Department of Parking and Traffic's five Divisions currently have the following responsibilities:

Administration: oversight, policy and planning, fiscal services, contract management, personnel and payroll, constituent services, public education, and community affairs residential permit parking;

Enforcement: traffic control, parking control, oversight of the City's towing and boot programs;

Traffic Operations: installation and maintenance of all traffic-associated equipment, including signs, signals, parking meters, and curb painting;

Traffic Management: traffic management, traffic design, traffic planning, improving traffic safety while maximizing effective use of street space;

Parking Authority: development of off-street parking facilities, management of existing off-street parking facilities; management of City-owned garages operated by non-profit corporations.

Fiscal year 1990-91 was the first year the Department of Parking and Traffic assumed full responsibility for the tasks noted above.

**Comments:**

1. The total budget for the Department of Parking and Traffic was \$23,149,883 in fiscal year 1990-91, and \$23,727,553 in 1991-92, an increase of \$577,670, or 2.5 percent. This total budget amount includes the Road Fund, at \$6,275,738 in 1991-92, which supports the Traffic Engineering Division, formerly of the DPW.

2. The current fiscal year 1991-92 total number of positions in the Department of Parking and Traffic is 509 FTEs, consisting of 394 transferred employees, 18 new administrative positions, and 97 new enforcement positions. The 18 new administrative positions consist of the following: six from 1989-90, at a cost, not including fringe benefits, of \$347,788; eleven from 1990-91, at a cost of \$550,388 not including fringe benefits; and one from 1991-92, at a cost of \$37,042, not including fringe benefits, for a total additional administrative cost of \$935,218, not including fringe benefits. For more information regarding newly created positions in the Department of Parking and Traffic, see the Attachment to this report.

3. Administrative support staffing costs have been duplicated due to the formation of the Department of Parking and Traffic, since few administrative positions were eliminated from other departments to compensate for the growth in administrative costs in the Department of Parking and Traffic. As noted above, the total additional annual cost for administrative personnel, not including fringe benefits, is approximately \$935,218. The portion of such administrative costs warranted by the increased enforcement personnel, and whether such administrative costs could and should be reduced at the Department of Parking and Traffic or at the various City departments that were relieved of parking and traffic related responsibilities cannot be determined without a more in-depth review of the reorganization.

4. The Controller's statement on Proposition D contained in the November 1988 Voter Information Pamphlet stated: "Should the proposed Charter amendment (to create the Department of Parking and Traffic) be adopted, in my opinion, it would increase the cost of government by an indeterminate but probably not substantial amount."

5. The Department of Parking and Traffic was conceived, in part, from the recommendations of an April 1986 report titled *Traffic and Parking System Improvement Program*, commonly referred to as the "Brophy Report." The Brophy Report anticipated that the formation of the Department of Parking and Traffic would incur one-time costs of \$1,354,000 and increase the City's annual costs by \$1,618,000. The Brophy report further anticipated improved revenues amounting to approximately \$14.3 million annually, primarily through improved enforcement and collections related to parking and traffic regulations. However, the Brophy report's cost and revenue projections included a

recommendation that certain functions be transferred from the Superior Court to the Department of Parking and Traffic. This recommendation was not implemented.

6. The Administration Division of the Department of Parking and Traffic was included in the amount of \$3,343,614 in the fiscal year 1990-91 budget, and \$4,359,737 in the fiscal year 1991-92 budget, an increase of \$1,016,123, or over 30 percent. According to Ms. Kathryn Hile of the Department of Parking and Traffic, administrative costs for the Enforcement, Traffic Operations, Traffic Management, and Parking Authority were transferred to the Administration Division so that those costs would be supported by the Off-Street Parking Fund rather than the General Fund. Such costs include printing of citations, custodial costs, security, supplies, utilities, furnishing, mailing, equipment and rent. According to Ms. Hile, the increases in the Administration Division were offset by decreases in the other four divisions.

7. As a result of language in Proposition D, since the formation of the Department of Parking and Traffic, parking and traffic related expenses have been transferred from the General Fund to the Off-Street Parking Fund. If the Department of Parking and Traffic were eliminated, as is being proposed under this Charter Amendment, those costs could continue to be paid from the Off-Street Parking Fund, if the proposed Charter amendment were so amended.

8. No supervisory personnel were transferred from the Police Department to the Department of Parking and Traffic because those positions were filled by uniformed Police Officers at the Police Department. However, 13 uniformed Police Officers were relieved from Parking Control Officer supervisory responsibility, freeing those officers for other duties. Presently, civilian Assistant Supervisors for Parking Enforcement are employed by the City at a substantially lower salary cost than uniformed Police Officers. As noted above, the proposed Charter Amendment would give the Board of Supervisors the authority to transfer Parking Control Officers to a department other than the Police Department.

9. Parking fines for residential permit parking areas, street cleaning, and expired meter violations have not been increased since the formation of the Department of Parking and Traffic. Fines for parking in bus zones increased from \$25 to \$100 on January 1, 1992 and in handicapped zones from \$20 to \$100 in July 1991. Such violations make up a small portion of parking fine revenues, and were increased to deter

vehicles from parking illegally rather than to increase revenues.

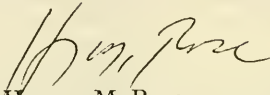
10. The new Boot Program for 1991-92 is budgeted to cost \$504,802, including salaries, materials and supplies, van maintenance and fuel, and the purchase of 80 boots. In addition, a one-time cost of \$42,963 was incurred in 1990-91 for three boot vans. From February 1, 1991 through January 26, 1992, approximately one year, revenues equal to \$2,272,716 were generated through the Boot Program.

11. The Department of Parking and Traffic anticipated revenues in the amount of \$52.7 million in 1990-91, while actual revenues totalled \$38,515,360, which is \$14,184,640, or nearly 27 percent, less than anticipated. In 1991-92, the Department projected revenues equal to \$53,200,000 million, while \$21,715,747 was generated from July 1, 1991 through December 31, 1991, an average of approximately \$3,619,291 per month for six months. If revenues are generated at the same rate for the remaining six months of the fiscal year, total revenues would equal approximately \$43,431,492, which is \$9,768,508, or approximately 18 percent, less than anticipated. Mr. Johnson asserts that revenues are less than anticipated, in part, because of the Department's inability to fill vacant positions. An evaluation of reasons for the revenue shortfall could be completed as part of an in-depth review of the reorganization. Such a review could evaluate whether or not additional revenues could be generated if the current Parking Control Officers, now part of the Department of Parking and Traffic, were transferred to the Police Department. In fiscal year 1989-90, the last year that parking enforcement was part of the Police Department, revenues equal to \$47,040,000 were anticipated, while revenues actually generated equalled \$37,426,456, which is \$9,613,544, or approximately 20 percent less than anticipated.

**Effect on the Cost  
of Government:**

The Controller estimates that the proposed Charter Amendment, in and of itself, would have little effect on the cost of government. As previously noted, the Controller's statement on Proposition D contained in the November, 1988 Voter Information Pamphlet stated that the creation of the Department of Parking and Traffic would increase the cost of government by an indeterminate but probably not substantial amount.

Memo to Administration and Oversight Committee  
Recessed February 4, 1992 Administration and Oversight Committee Meeting

  
Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Ted Lakey

**Department of Parking  
and Traffic  
New Positions**

The Department received its first appropriation to begin start-up activities in Fiscal Year 1988-89 on February 15, 1989, but no new permanent positions were created. The Fiscal Year 1989-90 budget included six new positions, as follows:

<u>Class</u>	<u>Title</u>	<u>FTE</u>	<u>Amount</u>
	Director	1.0	\$94,978
	Bureau Chief	1.0	79,168
1823	Senior Administrative Analyst	2.0	108,368
1446	Secretary II	1.0	26,392
1502	Confidential Secretary	<u>1.0</u>	<u>38,882</u>
TOTAL		6.0	\$347,788 *

In addition, 50 Parking Control Officers and 15 Senior Parking Control Officers were transferred to the Department of Parking and Traffic from the Police Department. The total budget for 1989-90 totalled approximately \$4.1 million.

The Fiscal Year 1990-91 budget provided for the transfer of 393 positions to the Department of Parking and Traffic, as follows: (a) 125 positions from the DPW for traffic engineering, sign and signal shop; (b) 252 positions from the Police Department for parking meter enforcement (including 65 positions transferred in 1989-90); (c) 11 positions from the Tax Collector's Office for residential permit parking fee collection; and (d) 5 employees from the Parking Authority. These five employees remained in their positions while the Parking Authority became a Division of the Department of Parking and Traffic rather than the DPW. Eleven administrative positions in the Department of Parking and Traffic were created in the Administration in Fiscal Year 1990-91, as follows:

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\* Excluding fringe benefits.

<u>Class</u>	<u>Title</u>	<u>FTE</u>	1990-91 <u>Annual Salary</u>
	Personnel Director	1.0	\$63,024
1222	Payroll Clerks	2.0	72,176
	Finance Director	1.0	58,209
1652	Senior Accountant	1.0	36,942
5289	Transit Planner III	1.0	59,722
A094	Administrative Services Officer	1.0	75,010
A095	Director of Operations	1.0	72,541
1446	Secretary II	2.0	64,636
1844	Senior Management Assistant	<u>1.0</u>	<u>48,128</u>
TOTALS		11.0	\$550,388 *

Also in 1990-91, 73 positions were created in the Enforcement Division. This number includes personnel for the new Boot Program, where vehicles with a outstanding parking fines may be locked in place with a mechanical boot until released by a representative of the Department of Parking and Traffic. The Boot Program personnel were included in the 1990-91 budget for six months only. The Boot Program personnel costs were doubled in the 1991-92 budget. The Boot Program's 1991-92 full year costs, not including fringe benefits, are reflected below. As noted in the preceding report, the Boot Program generated revenue equal to \$2,272,716 from February 1, 1991 to January 26, 1992. The 73 new Enforcement Division positions are as follows:

<u>Class</u>	<u>Title</u>	<u>FTE</u>	1990-91 – 1991-92 <u>Annual Salary</u>
A099	Director of Enforcement	1.0	\$47,587
A100	Parking Enforcement Supervisor	2.0	83,305
A102	Tow/Boot Supervisor	1.0	37,652
A104	ASPE	6.0	205,261
8216	Senior Parking Control Officer	9.0	216,128
8214	Parking Control Officer	37.0	777,777
	<u>Boot Program Personnel</u>		
8216	Senior Parking Control Officer	2.0	60,000
1426	Senior Clerk Typist	2.0	52,008
A106	Booters	<u>13.0</u>	<u>241,542</u>
TOTALS		73.0	\$1,721,260 *

\* Excludes fringe benefits.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The total number of Parking and Traffic employees in 1990-91 was 483.

In 1991-92, one additional position was transferred from the Tax Collector, bringing the total number of transferred positions to 394, and 25 new positions were added, 24 in the Enforcement Division and one in the Administration Division. These positions were included in the budget for nine and ten month periods, but the amounts reflected below are annualized. The 24 new positions in the Enforcement Division consist of the following:

<u>Class</u>	<u>Title</u>	<u>FTE</u>	1991-92 <u>Annual</u> <u>Salary</u>
8214	Parking Control Officer	15.0	\$354,066
1705	Dispatchers	<u>9.0</u>	<u>312,638</u>
TOTALS		24.0	\$666,704 *

The one new administrative position created in Fiscal Year 1991-92 consists of one 1632 Senior Account Clerk, at an annual salary, not including fringe benefits, of \$37,042.

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\* Excluding fringe benefits.



CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, FEBRUARY 11, 1992 - 10:00 A.M.

Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

DOCUMENTS DEPT.

CLERK: GREG HOBSON

FEB 7 1992

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1. File 92-92-4. Consideration of appointment of member to the Emergency Medical Care Committee (consumer), a three-year term ending June 30, 1994. (Clerk of the Board)

Applicants:

Mary McGuire

ACTION:

2. File 92-92-1. Consideration of appointment of member to the Telecommunications Policy Committee, vice Roberto Esteves (municipal government), resigned, for a two-year term ending February 1, 1994.

Applicants:

Thomas J. Debruaske  
John van Heusden  
Patricia Ann Rogan

ACTION:

3. File 92-91-1.2. Consideration of appointment of member to the Mental Health Advisory Board, vice Keith Armstrong (mental health professional/social worker), resigned, for unexpired portion of term ending January 31, 1993. (Clerk of the Board)

Applicant:

Ann Jennings

ACTION:

4. File 92-91-44. Consideration of appointment of members to the Veterans Affairs Council, vice Wallace Levin (Category 3) and Renie Champagne (At Large), term expired, for four-year terms ending January 31, 1996. (Clerk of the Board)

Applicants:

Robert W. Racobs (At Large)  
Wallace Levin (Category 3)  
Renie Champagne (At Large)

ACTION:

5. File 92-91-20. Consideration of appointment of eleven (11) voting members and three (3) non-voting members, who shall be appointed by the Board of Supervisors, to the Ballpark Advisory Committee representing the following categories: one neighborhood organizations; one labor organizations; two downtown business community; two members of the Board of Supervisors; two Mayor's Office; two environmental organizations; one San Francisco Giants fan; and three public at large, as recommended by the President of the Board of Supervisors. (Clerk of the Board)

Applicants:

Steven B. Falk  
Jim Lazarus  
Richard P. Matthews

ACTION:

6. File 174-92-1.1. Resolution appointing Ronald Blatman, vice Jerome DeChant to the Ballpark Advisory Committee. (Supervisor Ward)

ACTION:

7. File 92-92-2. Consideration of appointment of member to the Delinquency Prevention Commission, vice Jeff Corino (Board), resigned, for the unexpired portion of term ending December 31, 1994. (Clerk of the Board)

Applicant:

Sherry Dacancy Tennyson

ACTION:

8. File 100-92-2. [Budget] Motion authorizing and directing the Clerk of the Board to file with the Controller the budget estimates for fiscal year 1992-1993 for the Department of the Board of Supervisors. (Clerk of the Board)

ACTION:

9. File 93-92-1. [MOU] Resolution ratifying wage freeze Memorandum of Understanding with Transport Workers Union Locals 250-A and 200. (Employee Relations Division)

ACTION:

10. File 89-92-1. [State Disability Insurance] Resolution authorizing enrollment of classification 1234 Director of training, 2536 Respiratory Care Practitioner, and 5179 Assistant Superintendent, Building Inspection in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

11. File 89-92-2. [State Disability Insurance] Resolution authorizing enrollment of classifications 0647 Director, Probate and 9748 Assistant to the CAO VIII in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

12. File 89-92-3. [State Disability Insurance] Resolution authorizing enrollment of classification 7123 Machine Shop and Parking Meter Superintendent, Meter Division in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

CLOSED SESSION – LITIGATION

13. File 45-92-2. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Thomas L. Yip, et al, against the City and County of San Francisco by payment of \$150,000. (City Attorney) (Superior Court No. 924-406)

ACTION:

14. File 45-92-3. [Settlement of Litigation by Grant of Easement] Ordinance authorizing settlement of Mojave Pipeline Company and Kern River Gas Transmission Company v. City and County of San Francisco by sale of a 50' wide by 3,405' long natural gas pipeline easement over City-owned property in Kern County. (Real Estate Dept.) (Kern County, Superior Court No. 215680)

ACTION:

15. File 48-92-2. [Settlement of Claims] Resolution authorizing settlement of claims against the City and County of San Francisco regarding the War Memorial's Herbst Theatre Box Office by payment of \$103,774, upon certain conditions. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CITY AND COUNTY



OF SAN FRANCISCO

## **BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 7, 1992

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**TO:** Administration and Oversight Committee

**FROM:** Budget Analyst - *Recommendation*

**SUBJECT:** February 11, 1992 Administration and Oversight Committee Meeting

Item 10 - File 89-92-1

1. The proposed resolution would authorize enrollment of classifications 1234 Director of Training, 2536 Respiratory Care Practitioner, and 5179 Assistant Superintendent, Building Inspection, in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. As of January 1, 1992, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following three classifications within the Civil Service Commission, Laguna Honda Hospital, and the Department of Public Works are not represented by a bargaining unit, and would be authorized to enroll in the State Disability Program under the proposed resolution:

Memo to Administration and Oversight Committee  
February 11, 1992 Administration and Oversight Committee Meeting

<u>Position</u>	<u>Classification</u>	<u>Department</u>	<u>Number of Employees</u>
1234	Director of Training	Civil Service Commission	1
2536	Respiratory Care Practitioner	Laguna Honda Hospital	1
5179	Assistant Superintendent, Building Inspection	Public Works	3

4. The Employee Relations Division (ERD) reports that it has received a letter requesting coverage signed by the single employee in each of the 1234 Director of Training and 2536 Respiratory Care Practitioner classifications, and by a majority of the three employees in the 5179 Assistant Superintendent, Building Inspection classification.

Recommendation

Approve the proposed resolution.

Item 11 - File 89-92-2

1. The proposed resolution would authorize enrollment of classifications 0647 Director of Probate and 9748 Assistant to the CAO VIII in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. As of January 1, 1992, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Budget Analyst notes that classification 9748 is named in the Salary Standardization Ordinance as Staff Assistant VIII, Special Projects, and not as Assistant to the CAO VIII. Petitions have been received by three employees in classification 9748. Two of these are employees of the Department of Electricity, and the third is an employee of the Department of Social Services. Ms. Jean Smith of the Employee Relations Division confirms that the correct classification of these employees is 9748 Staff Assistant VIII, Special Projects. The proposed resolution should therefore be amended to reflect the correct title of the classification.

4. The following two classifications, involving employees in the Superior Court, the Department of Social Services, and the Department of Electricity, are not represented by a bargaining unit, and would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Department</u>	<u>Number of Employees</u>
0647	Director of Probate	Superior Court	1
9748	Staff Assistant VIII, Special Projects	Electricity	2
	Staff Assistant VIII, Special Projects	Social Services	1

5. The Employee Relations Division (ERD) reports that it has received a letter requesting coverage signed by the only employee in the 0647 Director of Probate classification and by three of the four employees in the 9748 Staff Assistant VIII, Special Projects classification.

**Recommendations**

1. Amend the proposed resolution to reflect the correct title of classification 9748 which is Staff Assistant VIII, Special Projects, instead of 9748 Assistant to the CAO VIII.
2. Approve the proposed resolution, as amended.

Item 12 - File 89-92-3

1. The proposed resolution would authorize enrollment of classification 7123 Machine Shop and Parking Meter Superintendent, Meter Division in the Department of Parking and Traffic in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. As of January 1, 1992, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

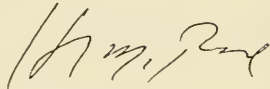
3. The following classification in the Department of Parking and Traffic, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
7123	Machine Shop and Parking Meter Superintendent, Meter Division	1

4. The Employee Relations Division (ERD) reports that it has received a letter requesting coverage signed by the sole employee in the 7123 Machine Shop and Parking Meter Superintendent, Meter Division classification.

Recommendation

Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Ted Lakey

10.04

5/92

CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, FEBRUARY 25, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

DOCUMENTS DEPT.

CLERK: GREG HOBSON

FEB 25 1992

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1. File 92-91-44. Consideration of appointment of members to the Veterans Affairs Council, vice Wallace Levin (Category 3) and Renie Champagne (At Large), term expired, for four-year terms ending January 31, 1996. (Clerk of the Board)

(Continued from 2/11/92)

Applicants:

Robert W. Racobs (At Large)  
Renie Champagne (At Large)

ACTION:

2. File 174-92-1.1. Resolution appointing Ronald Blatman, vice Jerome DeChant to the Ballpark Advisory Committee. (Supervisor Ward)

(Continued from 2/11/92)

ACTION:

3. File 174-91-1. [Civil Service System Reform Advisory Committee] Resolution creating the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors. (Supervisors Kennedy, Alioto, Achtenberg)

ACTION:

4. File 106-92-1. [Pay Equity Report] Transmitting Civil Service Commission Pay Equity Report for Fiscal Year 1992-93, and associated appendices, which Civil Service Commission approved at its meeting of January 27, 1992. (Civil Service Commission)

ACTION:

CLOSED SESSION – LITIGATION

5. File 45-92-4. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Alie Beth Zandstra against the City and County of San Francisco by payment of \$6,107.83. (City Attorney) (Superior Court No. 912-574)

ACTION:

6. File 45-92-5. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Anita Solorzano against the City and County of San Francisco by payment of \$9,500. (City Attorney) (Superior Court 921-959)

ACTION:

7. File 45-91-67.1. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Lillian Johnson against the City and County of San Francisco by payment of \$700.00. (City Attorney) (Superior Court 932-967)

ACTION:

8. File 46-92-1. [Settlement of Lawsuit] Ordinance authorizing settlement of Kingman Chan v. Peter Ausano, et al., upon receipt of the sum of \$15,000 and dismissal of complaint. (City Attorney) (Superior Court No. 927-358)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE

Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

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CITY AND COUNTY



OF SAN FRANCISCO

## **BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 21, 1992

**TO:** Administration and Oversight Committee

**FROM:** Budget Analyst - Recommendations

**SUBJECT:** February 25, 1992 Administration and Oversight Committee Meeting

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Item 3 - File 174-91-1

**Note:** The Administrative and Oversight Committee continued this item from its meeting of July 9, 1991.

1. The proposed resolution would create the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors.

2. The Civil Service System Reform Advisory Committee would review information on the following issues:

- Appointments on the basis of merit and fitness;
- Allocation of positions in the various classes of the classification;
- Pay-for-Performance as a substitute for salary standardization;
- Provisions for early retirement;
- Rules governing applications, practice/sample examinations, examinations, eligibility, duration of eligible lists, certification of eligible candidates, appointments, promotions, transfers, resignations, and filling of temporary and permanent positions.

The Committee would also review all reports and legislation relating to Civil Service.

3. The resolution proposes that the Board of Supervisors appoint 12 members to the Civil Service System Reform Advisory Committee, which would consist of the following:

- One member of the Civil Service Commission
- General Manager of Personnel of the Civil Service Commission
- Director of Employee Relations
- One member of the Mayor's Fiscal Advisory Committee
- One representative nominated from each of the City's three largest departments
- Five representatives nominated from the public employee labor organizations representing employees of the City and County.

4. The proposed resolution also provides a deadline for submittal of findings and recommendations of the Civil Service System Reform Advisory Committee to the Board of Supervisors of April 1, 1992, which would have been approximately nine months from the date the proposed resolution was first introduced. In order to allow the Commission sufficient time to submit its findings and recommendations, if the Board of Supervisors approves the proposed resolution, the proposed resolution should be amended to set a deadline of January 1, 1993, approximately nine months from the time the proposed resolution could be adopted. The main sponsor of the proposed resolution is in agreement with this amendment. Under the proposed resolution, once the Board of Supervisors receives the findings and recommendations, the Civil Service System Reform Advisory Committee would be disbanded.

### Comments

1. The proposed resolution specifies that the members of the Civil Service System Reform Advisory Committee would serve without compensation.

2. According to Mr. Albert Walker of the Civil Service Commission, Civil Service would expect to incur an undetermined in-kind cost for supplies and clerical support in producing the report containing the findings and recommendations. Mr. Walker also reports that other City employees may be called upon by the Committee as resource people. In addition, five members of the Civil Service Reform Advisory Committee would be City employees. As such, the City would incur an unknown in-kind cost of allocating staff time to the proposed Advisory Committee.

### Recommendations

1. If the Board of Supervisors approves the proposed resolution, it should be amended to change the deadline for submittal of findings and recommendations to the Board of Supervisors from April 1, 1992 to January 1, 1993.

2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

Item 4 - File 106-92-1

**Department:** Civil Service Commission

**Item:** Transmitting Civil Service Commission Pay Equity Report for Fiscal Year 1992-93, and associated appendices, which the Civil Service Commission approved at its meeting of January 27, 1992.

**Description:** According to Section 8.407-1 of the San Francisco Charter, the Civil Service Commission is required to conduct a pay equity survey comparing City classifications disproportionately occupied by minorities and women and City classifications not disproportionately occupied by minorities and women. In making adjustments to the basic rates of pay recommended by the Civil Service Commission in its Salary Standardization Survey, the Board of Supervisors may not make upward pay equity adjustments that exceed the equity differentials identified by the Civil Service Commission in this survey, according to the Charter.

The Civil Service Commission approved the survey at its meeting of January 27, 1992, and it was subsequently transmitted, as required by Charter, to the Board of Supervisors before February 1.

**Comments:** 1. Although the Charter uses the word "survey" to describe the Pay Equity Report, the Civil Service Commission, in conformance with guidelines established by the Mayor's Office, does not conduct original research but rather reports on information gathered by Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington.

2. According to Mr. Geoffrey Rothman of the Civil Service Commission, the Civil Service Pay Equity Report was conducted according to the guidelines established by the Mayor's Office. The Report has been produced every year for six years, since 1986 and consists of the following:

- a. An update, with new salary data, of relevant survey data used to identify pay equity differentials, based on point evaluation pay equity studies conducted in Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington.
- b. Updated appendices of the City's work force composition as of June 30, 1991, including the percentage of women and minority representation by salary benchmark and job classification, and the percentage of all groups in the workforce.
- c. An updated publication of the pay equity differential booklet.

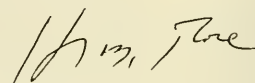
**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
February 25, 1992 Administration and Oversight Committee Meeting

3. Mr. Rothman advises that the the Pay Equity Report is primarily used as one basis for the Employee Relations Division to negotiate pay equity agreements with public employee organizations.

4. This Pay Equity Report has been transmitted to the Board of Supervisors every year for the past six years, Mr. Rothman advises. Since the Report is to be used for informational and for administrative purposes only and does not draw any conclusions, the transmittal of this Pay Equity Report requires no action on the part of the Board of Supervisors.

5. According to the Joint Report of November 27, 1991, forecasting the budget shortfall for fiscal year 1992-93, \$8 million is anticipated to be spent for pay equity increases in 1992-93.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Ted Lakey

BOARD OF SUPERVISORS  
BUDGET ANALYST

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CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MARCH 10, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

DOCUMENTS DEPT.

CLERK: GREG HOBSON

MAR 10 1992

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1. File 92-92-7. Consideration of appointment of member to the Park and Open Space Advisory Committee, vice Lynne A. Williams (Hallinan), resigned, for unexpired portion of term ending July 15, 1992. (Clerk of the Board)

Applicant: Nan McGuire

ACTION:

2. File 106-92-1. [Salary Standardization] Transmitting Civil Service Staff Salary Standardization Report for Fiscal Year 1992-93, and associated appendices, with proposed benchmark compensation adjustments approved for classifications subject to the provisions of Charter Sections 8.400, 8.401 and 8.407 which Civil Service Commission approved at its meeting of January 27, 1992. (Civil Service Commission)

(Cont'd from 2/28/92)

ACTION:

3. File 97-91-47. [Voter Pamphlet] Ordinance amending the San Francisco Administrative Code by amending Section 5.80 thereof to delete the requirement that the voter pamphlet indicate how individual Supervisors voted on the submission of ballot arguments. (Supervisors Maher, Ward)

ACTION:

4. File 257-91-2. To consider ballot argument concerning the appointment and removal of civil service exempt executives of the Recreation and Park Department by adding the Chief Veterinarian of the Zoo. (Supervisor Ward)

ACTION:

5. File 265-91-2. To consider (First Draft) ballot argument concerning mandating levels of funds for protection and maintenance of the City's infrastructure. (Supervisor Gonzalez)

ACTION:

6. File 266-91-2. To consider ballot argument concerning deleting responsibility for the maintenance of inventories of materials, supplies and equipment of all departments and offices of the City and County of San Francisco. (Supervisor Ward)

ACTION:

7. File 273-91-1 To consider (First Draft) ballot argument concerning transferring the functions and personnel of the County Clerk to the Department of Governmental Services, City and County of San Francisco. (Supervisor Kennedy)

ACTION:

8. File 60-92-2. To consider ballot arguments concerning June 2, 1992 ballot measures. (Supervisor Ward)

ACTION:

9. File 184-92-1.1. To consider ballot argument concerning the question of dividing State of California into two states. (Supervisor Ward)

ACTION:

10. File 184-92-1.2. To consider ballot argument concerning being a part of the State of North California in the event the State of California is divided into two states. (Supervisor Ward)

ACTION:

#### CLOSED SESSION - LITIGATION

11. File 45-92-6. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Robert Lewis against the City and County of San Francisco by payment of \$7,500. (City Attorney) (Superior Court No. 920-032)

ACTION:

12. File 45-92-7. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Tae Boon Kim and Judy Yim against the City and County of San Francisco by payment of \$8,000. (City Attorney) (Municipal Court No. 057-237)

ACTION:

13. File 45-92-8. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Alison Wright v. City and County of San Francisco, et al., United States District Court Nos. C89-3390/3724 JPV by payment of \$120,000. (City Attorney)

ACTION:

14. File 45-92-9. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Caesar Ascarrunz, et al., against the City and County of San Francisco by payment of \$70,000. (City Attorney) (Superior Court No. 933-767)

ACTION:

15. File 45-92-10. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Augusto Cano against the City and County of San Francisco by payment of \$25,000. (City Attorney) (Superior Court No. 882-401)

ACTION:

16. File 46-92-2. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. Harvey Peters, Greyhound Lines, Inc., et al., upon receipt of the sum of \$12,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 042-979)

ACTION:

17. File 48-92-4. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Sony Corporation of America by of \$11,650. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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**= BOARD OF SUPERVISORS**

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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MAR 6 - 1992

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March 6, 1992

TO: ~~///~~ Administration and Oversight Committee

FROM: ~~///~~ Budget Analyst - Recommendation

SUBJECT: ~~///~~ March 10, 1992 Administration and Oversight Committee Meeting

Item 2 - File 106-92-1

**Note:** This File number was continued from the February 25, 1992 Administration and Oversight Committee Meeting. However, the previous File 106-92-1 regarded a Civil Service Commission Pay Equity Report. This item transmitting the Civil Service Staff Salary Standardization Report for Fiscal Year 1992-93 is new.

**Department:** Civil Service Commission

**Item:** Transmitting Civil Service Staff Salary Standardization Report for Fiscal Year 1992-93, and associated appendices, with proposed benchmark compensation adjustments approved for classifications subject to the provisions of Charter Sections 8.400, 8.401, and 8.407 which the Civil Service Commission approved at its meeting of January 27, 1992.

**Description:** Charter Section 8.401 established the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid "... in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay

Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage rate, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

After the preliminary salary survey recommendations are released by the Civil Service Commission, notices are distributed to employees and employee groups regarding the procedure for requesting adjustments to the preliminary recommendations for specific classes within designated benchmarks. These "internal adjustment" requests are analyzed by the Commission. Where appropriate, internal adjustments for specific classes are incorporated into the final salary recommendations. The amended recommendations are made available at a public hearing after which they are submitted to the Board of Supervisors.

The Commission's preliminary survey recommendations were based on information collected before January 1, 1992. It is anticipated that the Commission will finish updating the survey, resulting in a final survey during March, 1992. This process consists of determining the appropriate salary for each position as of July 1, 1992 in the public sector, based upon updated salary schedules of other jurisdictions, and through the end of 1991 for the private sector.

The Commission's update of preliminary salary recommendations is made each year in an effort to comply with the Charter's provisions (Section 8.401 and 8.407) that salaries be set in accordance with the "prevailing rates" as that rate effective July 1 of the fiscal year in other jurisdictions which corresponds with the fiscal year for which the salaries are to be set in San Francisco. Using this definition, the preliminary survey must be updated after the July 1, 1992 salaries in other jurisdictions have been determined. In an opinion dated February 16, 1977, the City Attorney concurred with the concept of using July 1 salaries as the "prevailing rate" for purposes of setting San Francisco salaries. Historically, the updating procedures have significantly increased the cost of the Commission's preliminary salary recommendations.

**Comments:**

1. Due to a projected shortfall of \$120.6 million for Fiscal Year 1991-92, Salary Standardization was not implemented in the City for 1991-92 and therefore salaries were frozen at the Fiscal Year 1990-91 levels. The salaries to be set for Fiscal Year 1992-93 will include the salary increases deferred from Fiscal Year 1991-92 and the salary increases applicable for Fiscal Year 1992-93. In November 1991, the voters approved a proposition (Proposition B) related to Collective Bargaining. Under Proposition B, employee unions representing miscellaneous employees have the option of negotiating salaries, benefits and working conditions or to remain under existing formulae which set salaries by the aforementioned salary survey. If any union opts for the collective bargaining method, that option then becomes permanent. All unions except the Union of American Physicians and Dentists chose the existing salary standardization survey method. According to the Civil Service Department, the Union of American Physicians and Dentists has opted for collective bargaining.

2. Mr. Geoff Rothman of Civil Service advises that the average preliminary survey recommendations, based on current rates, is approximately 6.6 percent, not including 96 executive positions, which will be included in the final recommendations. The preliminary recommendations do not include the private sector data or the final public sector update. Mr. Rothman anticipates that the final recommendations could range from an eight to ten percent increase for the two year period. The exact amount of the recommended increase will probably be influenced by three major factors, Mr. Rothman advises: (1) wages in crafts classes may be depressed as a result of the private sector slump, particularly in construction; (2) wages for health

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

workers may increase significantly, as they have over the past few years; and (3) wages in the other miscellaneous classes may increase slightly more than the Cost of Living Index.

3. According to the title of this item, the Civil Service Commission approved the Salary Standardization Report at its January 27, 1992 meeting. According to Mr. Rothman, the Commission has not yet approved the Salary Standardization Report. The Civil Service Commission has scheduled a March 16, 1992 meeting, at which it anticipates approving the Report which contains the final survey results. Because the Report has not yet been approved, the Department requests that this item be continued.

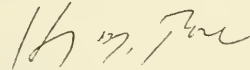
According to the Charter, the Mayor and the Board of Supervisors must approve the final Salary Standardization Ordinance by April 1. Therefore, the Department requests that the Administration and Oversight Committee hold a special meeting to hear this item after the Civil Service Commission meets on March 16, 1992 and before the Board of Supervisors meets on March 23, 1992. If the Administration and Oversight Committee prepares in and reports out of Committee the Salary Standardization Ordinance before the March 23, 1992 Board of Supervisors meeting, the Salary Standardization Ordinance could be approved by the Board of Supervisors on March 30, 1992.

4. The Controller's Office reports that no cost estimates will be prepared on the salary standardization survey until after the final survey has been completed by the Civil Service Commission.

**Recommendations:** 1. Delete the words "which the Civil Service Commission approved at its meeting of January 27, 1992" from the title of the proposed item.

Memo to Administration and Oversight Committee  
March 10, 1992 Administration and Oversight Committee Meeting

2. Continue this item to a special Administration and Oversight Committee meeting after the March 16, 1992 Civil Service Committee meeting and before the March 23, 1992 Board of Supervisors meeting.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 13, 1992

DOCUMENTS UNIT

TO: Administration and Oversight Committee

MAR 10 1992

FROM: Budget Analyst

Recommendation

SAN FRANCISCO  
PUBLIC LIBRARY

SUBJECT: March 17, 1992 Recessed Administration and Oversight Committee Meeting

### Item 1 - File 106-92-1

Note: This item was recessed from the March 10, 1992 Administration and Oversight Committee Meeting.

Department: Civil Service Commission

Item: Transmitting Civil Service Staff Salary Standardization Report for Fiscal Year 1992-93, and associated appendices, with proposed benchmark compensation adjustments approved for classifications subject to the provisions of Charter Sections 8.400, 8.401, and 8.407 which the Civil Service Commission approved at its meeting of January 27, 1992.

Description: Charter Section 8.401 established the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid "... in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most

populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage rate, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

After the preliminary salary survey recommendations are released by the Civil Service Commission, notices are distributed to employees and employee groups regarding the procedure for requesting adjustments to the preliminary recommendations for specific classes within designated benchmarks. These "internal adjustment" requests are analyzed by the Commission. Where appropriate, internal adjustments for specific classes are incorporated into the final salary recommendations. The amended recommendations are made available at a public hearing after which they are submitted to the Board of Supervisors.

The Commission's preliminary survey recommendations were based on information collected before January 1, 1992. It is anticipated that the Commission will finish updating the survey, resulting in a final survey during March, 1992. This process consists of determining the appropriate salary for each position as of July 1, 1992 in the public sector, based upon updated salary schedules of other jurisdictions, and through the end of 1991 for the private sector.

The Commission's update of preliminary salary recommendations is made each year in an effort to comply with the Charter's provisions (Section 8.401 and 8.407) that salaries be set in accordance with the "prevailing rates" as that rate effective July 1 of the fiscal year in other jurisdictions which corresponds with the fiscal year for which the salaries are to be set in San Francisco. Using this definition, the preliminary survey must be updated based on the projected July 1, 1992 salaries in other jurisdictions. In an opinion dated February 16, 1977, the City Attorney concurred with the concept of using July 1 salaries as the "prevailing rate" for purposes of setting San Francisco salaries. Historically, the updating procedures have significantly increased the cost of the Commission's preliminary salary recommendations.

**Comments:**

1. Due to a projected shortfall of \$120.6 million for Fiscal Year 1991-92, Salary Standardization was not implemented in the City for 1991-92 and therefore salaries were frozen at the Fiscal Year 1990-91 levels. The salaries to be set for Fiscal Year 1992-93 will include the salary increases deferred from Fiscal Year 1991-92 and the salary increases applicable for Fiscal Year 1992-93. In November 1991, the voters approved a proposition (Proposition B) related to Collective Bargaining. Under Proposition B, employee unions representing miscellaneous employees have the option of negotiating salaries, benefits and working conditions or to remain under existing formulae which set salaries by the aforementioned salary survey. If any union opts for the collective bargaining method, that option then becomes permanent. All unions except the Union of American Physicians and Dentists chose the existing salary standardization survey method. According to Civil Service, the Union of American Physicians and Dentists has opted for collective bargaining.

2. Mr. Geoff Rothman of Civil Service advises that the average salary standardization increase, based on the final survey results, is approximately 8.65 percent. Mr. Rothman advises that the final recommendations include the result of trends in (1) wages in crafts classes which have been depressed as a result of the private sector slump, particularly in construction; (2) wages for health workers which have increased significantly, as they have over the past few years; and (3) wages in the other miscellaneous classes which increased slightly more than the Cost of Living Index.

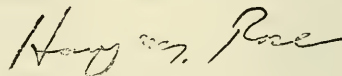
Memo to Administration and Oversight Committee  
March 17, 1992 Recessed Administration and Oversight Committee Meeting

3. According to the Charter, the Mayor and the Board of Supervisors must approve the final Salary Standardization Ordinance by April 1. If the Administration and Oversight Committee prepares in and reports out of Committee the Salary Standardization Ordinance for the March 23, 1992 Board of Supervisors meeting, the Salary Standardization Ordinance could be finally approved by the Board of Supervisors on March 30, 1992.

4. As of the writing of this report, the Controller's Office has not provided an estimate of the cost of Salary Standardization for fiscal year 1992-93.

**Recommendations:** 1. Prepare in and report out the 1992-93 Salary Standardization Ordinance.

2. Approve the 1992-93 Salary Standardization Ordinance.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Barbara Kolesar  
Ted Lakey

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CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.  
MAY 20 1992  
SAN FRANCISCO  
PUBLIC WORKS

TUESDAY, MARCH 24, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 97-91-47. [Voter Pamphlet] Ordinance amending the San Francisco Administrative Code by amending Section 5.80 thereof to delete the requirement that the voter pamphlet indicate how individual Supervisors voted on the submission of ballot arguments. (Supervisors Maher, Ward)

(Cont'd from 3/10/92)

ACTION:

2. File 13-92-3. [National Policy on AIDS] Resolution calling on presidential candidates to address a plan to combat the HIV epidemic in America and its impact on cities. (Supervisor Hallinan)

ACTION:

3. File 54-92-1. [Small Business Advisory Commission] Motion directing the Clerk of the Board to send a letter to the Mayor in support of the Small Business Advisory Commission. (Supervisor Alioto)

ACTION:

4. File 92-91-23. Consideration of appointment member to the City-Wide Alcoholism Advisory Board, vice Joseph Desmond, for the three-year term ending July 1, 1994. (Clerk of the Board)

ACTION:

5. File 92-92-11. Consideration of appointment of member to the City-Wide Alcoholism Advisory Board vice Fay Shields, resigned, for the unexpired portion of the term ending July 1, 1992. (Clerk of the Board)

Applicants: Elisabeth Copp  
Deborah J. Mitchell  
Stephen C. Gleason  
Joe Caruso  
Carol E. Tatum  
Dr. Demun Greenin  
Stefano Hillman

ACTION:

6. File 92-92-5. Consideration of appointment of member to the Drug Abuse Advisory Council, vice Jeanie Munich (public) resigned, for the unexpired portion of term ending October 1, 1994. (Clerk of the Board)

Applicants: Michelle Aldrich  
Joe Caruso  
Thomas H. Reichert, R.N.  
Gennie Nunley-Thompson  
Donald Sanders  
Iris Garcia  
Keith Folger

ACTION:

7. File 92-92-12. Consideration of appointment of members to the Drug Abuse Advisory Board vice Jeff Corino (public) and James Carter (public) resigned, for the unexpired portion of terms ending October 1, 1993. (Clerk of the Board)

ACTION:

8. File 92-92-10. Consideration of appointment of member to the Cultural Affairs Task Force, vice Valerie Naify (Supervisor Alioto), resigned, for the unexpired portion of the term ending May 5, 1992. (Clerk of the Board)

Applicant: Kim Hanadel

ACTION:

9. File 92-92-9. Consideration of appointment of members to the Advisory Council to the Commission on the Aging, vice Daisie Harrison (Supervisor Achtenberg), Marjorie Stern (Supervisor Britt), Lena May Leong (Supervisor Hsieh), Vivian Hallinan (Supervisor Hallinan), Alexandra Glazunova (Supervisor Gonzalez), Othella Childs (Supervisor Migden) and Marian Levy (Supervisor Shelley), terms expiring March 31, 1992, for two-year terms ending March 31, 1994. (Clerk of the Board)

Applicants: Daisie Harrison  
Marjorie Stern  
Lena May Leong  
Alexandra Glazunova  
Othella Childs  
Marian Levy

ACTION:

#### CLOSED SESSION - LITIGATION

10. File 45-92-11. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of William Francis Carver against the City and County of San Francisco by payment of \$20,000. (City Attorney) (Superior Court No. 925-864)

ACTION:

11. File 48-92-5. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Joyce Hennessey by payment of \$10,229. (City Attorney)

ACTION:

## C A L E N D A R

### **SPECIAL MEETING OF ADMINISTRATION AND OVERSIGHT BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO**

MONDAY, MARCH 23, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 265-91-3 To consider rebuttal argument to Proposition E concerning mandating levels of funds for protection and maintenance of the City's infrastructure. (Supervisor Gonzalez)

ACTION:

2. File 273-91-3. To consider rebuttal argument to Proposition F concerning transferring the functions and personnel of the County Clerk to the Department of Governmental Services, City and County of San Francisco. (Supervisor Kennedy)

ACTION:

3. File 257-91-3. To consider rebuttal argument to Proposition G concerning the appointment and removal of civil service exempt executives of the Recreation and Park Department by adding the Chief Veterinarian of the Zoo. (Supervisor Ward)

ACTION:

4. File 266-91-3 To consider rebuttal argument to Proposition H concerning deleting responsibility for the maintenance of inventories of materials, supplies and equipment of all departments and offices of the City and County of San Francisco. (Supervisor Ward)

ACTION:

5. File 184-92-1.3. To consider rebuttal argument to Proposition I concerning the question of dividing State of California into two states. (Supervisor Ward)

ACTION:

6. File 184-92-1.4. To consider rebuttal argument to Proposition J concerning being a part of the State of North California in the event the State of California is divided into two states. (Supervisor Ward)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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OF SAN FRANCISCO

## **BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 20, 1992

TO: Administration and Oversight Committee  
FROM: Budget Analyst - *Recommendation*  
SUBJECT: March 24, 1992 Administration and Oversight Committee Meeting

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MAR 23 1992  
SAN FRANCISCO  
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Item 2 - File 13-92-3

**Item:** Resolution calling on Presidential candidates to address a plan to combat the HIV epidemic in America and its impact on cities.

**Description:** The number of new cases of AIDS in San Francisco rose rapidly from 1981 to 1989, while in 1990 and 1991, for the first time, there were decreases in newly diagnosed cases of AIDS than in preceding years. According to the Mr. Giuliano Niero of the AIDS Office of the Department of Public Health (DPH), this decrease may be due to anti-virals such as AZT, which are prolonging the period in which individuals are diagnosed with AIDS-Related Complex (ARC) before full-fledged AIDS is developed. Also, Mr. Nieri advises that the Surveillance Branch of the AIDS Office is still identifying AIDS diagnoses from 1991. The number of persons diagnosed with AIDS has exceeded the number of AIDS deaths every year since 1981, and thus the number of living persons with AIDS has continued to increase since that time.

The following table compares the number of newly diagnosed AIDS cases with the number of living persons with AIDS from 1981 through February of 1992.

Memo to Administration and Oversight Committee  
March 24, 1992 Administration and Oversight Committee Meeting

NUMBER OF PERSONS WITH AIDS  
IN SAN FRANCISCO, FY 1980-81 - 1991-92

<u>Year</u>	<u>Number of Newly Diagnosed Cases</u>	<u>Number of AIDS Deaths</u>
1981	34	31
1982	111	106
1983	314	294
1984	610	579
1985	922	890
1986	1,365	1,271
1987	1,650	1,475
1988	1,700	1,364
1989	1,774	1,241
1990	1,721	918
1991	1,563	401
1992 (through 2/29)	<u>157</u>	<u>4</u>
TOTALS	11,921	8,574

Source: San Francisco Department of Public Health

The total number of reported cases of AIDS in San Francisco from August 1981 through February 1992 is 11,921, and the total number of deaths from AIDS in that same period was 8,574. Thus, there are 3,347 (11,921 less 8,574) identified persons living with AIDS in San Francisco.

Individuals who are infected with the HIV virus but show no symptoms are called HIV positive, asymptomatic. Also, many HIV positive individuals may have ARC who have not yet developed full-fledged AIDS. The Department of Public Health (DPH) indicates that information regarding the number of HIV positive asymptomatic cases in San Francisco is based only on estimates, because, since these individuals are unaware that they are carriers, many cases are unreported.

ESTIMATED NUMBER OF HIV POSITIVE  
INDIVIDUALS IN SAN FRANCISCO,  
FY 1979-80 - 1989-90

<u>Year</u>	<u>Number Diagnosed During Fiscal Year</u>
1980	5,040
1981	10,080
1982	19,040
1983	25,200
1984	26,320
1985	26,880
1986	27,440
1987	28,000
1988	28,560
1989	28,950
1990	29,400
1991	<u>28,000</u>
TOTAL	282,910

Source: San Francisco Department of Public Health

In September 1991, the DPH AIDS Office sponsored a group of researchers who study various groups of people with HIV/AIDS, such as the homeless, injection drug users, and gay men, to create a report regarding the prevalence of HIV and AIDS in San Francisco. According to *HIV Incidence and Prevalence in San Francisco in 1992, Summary Report from an HIV Consensus Meeting*, the group estimates that over 1,000 individuals will become newly infected with the HIV virus in 1992. The *Summary Report* advises that of the estimated 28,000 HIV infected individuals in 1991 in San Francisco, 25,000 are gay or bisexual men, 1,700 are injection drug users, 1,100 are women (some of whom are injection drug users and thus included in two categories), and 250 are heterosexual men.

**Cost to the City:**

From FY 1982-83 through FY 1991-92, the City has contributed a total of approximately \$115.7 million in General Fund monies to AIDS programs. AIDS programs includes health care and related support services and prevention/education programs. By comparison, the City has received a total of approximately \$172.9 million from State and Federal sources over the same time period for AIDS programs, thereby resulting in a total cost for AIDS of approximately \$288.6 million from FY 1982-83 through FY 1991-92.

Memo to Administration and Oversight Committee  
 March 24, 1992 Administration and Oversight Committee Meeting

GENERAL FUND AND STATE/FEDERAL  
 CONTRIBUTIONS TO AIDS PROGRAMS  
 FY 1982-83 - FY 1991-92

<u>Year</u>	<u>Total GF Contribution</u>	<u>State/Federal Funding</u>	<u>TOTALS</u>
1982-83	\$180,447	none	\$180,447
1983-84	4,004,368	\$46,512	4,050,880
1984-85	4,043,612	698,554	4,742,166
1985-86	4,958,417	2,838,161	7,796,578
1986-87	9,622,501	14,090,940	23,713,441
1987-88	10,877,283	22,735,321	33,612,604
1988-89	12,256,876	26,694,882	38,951,758
1989-90	15,486,345	29,854,343	45,340,688
1990-91	20,765,737	36,150,757	56,916,494
1991-92	<u>33,539,656</u>	<u>39,789,865 *</u>	<u>73,329,521**</u>
TOTALS	\$115,735,242	\$172,899,335	\$288,634,577

\*Estimated based on a General Fund contribution to SFGH of 75 percent, and a General Fund contribution to the District Health Centers of ten percent.

\*\* \$2.00 difference from Attachment 1 due to rounding.

Source: San Francisco Department of Public Health

Thus, in 1991-92, the State and Federal governments provided approximately 54.3 percent of funding for AIDS. Since 1981, the State and Federal governments have provided almost 60 percent of total AIDS funding, while the City's General Fund has paid for just over 40 percent of the cost for AIDS.

The following table shows the City's General Fund contributions to the DPH's AIDS Office, San Francisco General Hospital, Laguna Honda Hospital and the Primary Care Centers from FY 1982-83 to FY 1991-92:

<u>Fiscal Year</u>	<u>AIDS Office</u>	<u>SFGH</u>	<u>Laguna Honda</u>	<u>Primary Care Centers</u>	<u>Totals</u>
1982-83	\$180,447				\$180,447
1983-84	4,004,368				4,004,368
1984-85	4,043,612				4,043,612
1985-86	4,958,417				4,958,417
1986-87	4,722,501	\$4,900,000			9,622,501
1987-88	5,577,283	5,300,000			10,877,283
1988-89	5,756,876	6,500,000			12,256,876
1989-90	6,387,345	9,000,000	\$99,000		15,486,345
1990-91	9,445,737	10,300,000	520,000	\$500,000	20,765,737
1991-92	<u>10,842,005</u>	<u>22,271,126 *</u>	<u>237,000</u>	<u>189,525 *</u>	<u>33,539,656</u>
TOTALS	\$55,918,591	\$58,271,126	\$856,000	\$689,525	\$115,735,242

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
March 24, 1992 Administration and Oversight Committee Meeting

\*Estimated based on a General Fund contribution to SFGH of 75 percent, and a General Fund contribution to the District Health Centers of ten percent.

Source: San Francisco Department of Public Health

According to the AIDS Office, the costs reflected above for SFGH and Laguna Honda hospitals primarily include medical care for people with AIDS who are ineligible for MediCal. The AIDS Office reports that all of the City's HIV-related medical care costs may not be reflected above, because the Federal definition of AIDS excludes many individuals with HIV related illnesses from presumptive eligibility for social security. Without presumptive eligibility for social security, individuals are not eligible for MediCal. For example, the AIDS Office advises, many HIV positive women suffer from pelvic inflammatory disease (PID), but since PID has not been included as an HIV related illness, many indigent HIV positive women with PID have been treated at SFGH at the City's expense.

The approximately \$10.84 million of General Fund budgeted to the AIDS Office in FY 1991-92 supports the following, the DPH advises:

- the identification of persons with AIDS at approximately \$400,000;
- education and outreach, at approximately \$2.7 million;
- non-acute health related costs, such as housing, home attendant care, and psychosocial support, at approximately \$6.02 million;
- primary medical care, at approximately \$960,000;
- administration, at approximately \$760,000.

For more detailed information about AIDS Office programs, including General Fund, Federal and State expenditures, see Attachments 1 and 2. The Laguna Honda costs for each year are included in the non-acute health care costs of the AIDS Office.

In summary, between 1981 and February 29, of 1992, 11,921 persons have been diagnosed with AIDS and 8,574 persons have died of AIDS. As of 1991, an estimated 28,000 San Franciscans, or nearly four percent of the population of San Francisco, are estimated to be HIV positive. In 1991-92, \$33,539,656 was budgeted from the General Fund for AIDS related services, and the Federal and State governments

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

provided \$39,789,865 in AIDS funding. Thus, in 1991-92, the State and Federal governments provided approximately 54.3 percent of funding for AIDS. Since FY 1982-83, the General Fund has provided \$115,735,242 in AIDS funding, and the State and Federal governments have provided an estimated \$172,899,335. Therefore approximately 40 percent of San Francisco's total \$288,634,577 in AIDS funding since FY 1982-83 has been provided by the City's General Fund.

Source	FY 1989 - 90	FY 1990 - 91	FY 1991 - 92	Notes	Notes
Division (Amount Budgeted, not including expenses and revenues at SFGH)					
ARCH					
Federal (CDC)	1,929,952	1,663,865	2,726,180	One-time funds in FY 1991-92 = \$1,041,181.	
Total, Research	1,929,952	1,663,865	2,726,180		
EILLANCE / SEROPREVALENCE					
Federal (CDC)	2,059,476	1,888,928	1,874,514	\$366,166 in FY 1991-92 for Disease Control.	
City (General Funds)	414,931	456,424	399,861		
Total, Surveillance/Seroprevalence	2,474,407	2,343,352	2,274,375		
ENTION					
Federal (CDC)	4,509,343	4,689,717	5,625,830	One-time funds in FY 1991-92 total \$236,113.	
State	1,253,198	1,219,124	1,257,216		
City (General Funds)	941,225	1,934,028	2,698,727		
Total, Prevention	6,703,766	7,842,869	9,581,773		
ACUTE HEALTH - RELATED SERVICES					
Federal (HRSA)	2,002,964	4,968,747	11,161,161	FY 1991-92 CARE Title II included here as	
State	2,051,328	2,728,562	3,808,003	State funding (\$682,9120)	
City (General Funds)	4,468,236	5,865,726	6,252,788	FY 1990-91 includes one-time general funds	
Total, Health-Related Services	8,522,528	13,563,035	21,221,952	(\$485,584) for automated case mgmt.	
ARY MEDICAL CARE					
Federal (HRSA)	N.A.	500,000	1,926,737	FY 1991-92 includes CARE Title I funds	
City (General Funds)	382,845	933,850	961,865		
Total, Primary Medical Care	382,845	1,433,850	2,888,602		
ISTRATION					
Federal (HRSA)	N.A.	261,513	673,709	CARE administrative costs.	
State	620,700	637,700	545,500		
City (General Funds)	279,108	775,709	765,764	FY 1990-91 includes one-time general funds	
Total, Administration	899,808	1,674,922	1,984,973	(\$131,161) for OCIA contract automation.	
OTAL AIDS Division					
Federal	10,501,735	13,970,770	23,988,131		
State	3,925,226	4,585,388	5,610,719		
City (General Funds)	8,486,345	9,965,737	11,079,005		
Subtotal	\$20,913,306	\$28,521,893	\$40,677,855		
unds, HIV - Related not in the AIDS Division (ESTIMATES)					
CA Grants (Federal)	584,382	592,601	622,231		
Pediatric Demonstration Grant (Federal)	N.A.	332,000	332,000		
Grant (Federal)	N.A.	N.A.	107,349		
Health Centers (Primary Medical Care)	1,300,000	1,430,000	1,575,000	HIV-related non-designated general funds	
Madell Clinic (Primary Medical Care)	263,000	290,000	320,250	HIV-related non-designated general funds	
AIDS - Specific Services	17,000,000	19,650,000	22,694,834		
Other HIV - Related Services	5,300,000	6,100,000	7,000,000		
Total, Non - AIDS Division Services:	\$24,427,382	\$28,394,601	\$32,651,664		
D TOTAL, SFDPH					
	\$45,340,688	\$56,916,494	\$73,329,519		

02/27/92

## SFDPH AIDS Division

## Funding By Source and Service

(Includes Only Fiscal Funds Managed by the AIDS Division)

(Does not include expenses and revenues for HIV care at District Health Centers and SFGH.)

SERVICE	Source	FY 1989 - 90	FY 1990 - 91	FY 1991 - 92	Notes
RESEARCH					
	Federal (CDC)	1,929,952	1,663,865	2,726,180	One-time funds in FY 1991-92 = \$1,041,161 for Young Men's Survey, Youth at High Risk Study, and Evaluation of Linkages from Testing to Primary Care.
	Total, Research	1,929,952	1,663,865	2,726,180	
SURVEILLANCE / SEROPREVALENCE					
	Federal (CDC)	2,059,476	1,886,928	1,874,514	
	City (General Funds)	414,931	456,424	399,861	\$350,150 in FY 1991-92 for Disease Control activities (HIV counseling when investigating other sexually transmitted diseases).
	Total, Surveillance/Seroprevalence	2,474,407	2,343,352	2,274,375	
PREVENTION					
	Federal (CDC)	4,509,343	4,689,717	5,625,830	One-time funds in FY 1991-92 total \$936,113 and may be used to increase current contracts through Dec. 1992.
	State	1,253,198	1,219,124	1,257,216	
	City (General Funds)	941,225	1,934,028	2,696,727	
	Total, Prevention	6,703,766	7,842,869	9,581,773	
NON - ACUTE HEALTH - RELATED SERVICES					
	Federal (HRS4)	2,002,964	4,968,747	11,161,161	FY 1991-92 CARE Title II included here as State funding (\$852,910) since it goes through the State, where it can be cut. Total State funding totals \$3,125 million in FY 1991-92.
	State	2,051,328	2,728,562	3,808,003	
	City (General Funds)	4,468,236	5,065,726	6,252,788	FY 1990-91 includes one-time general funds (\$485,644) for automated case mgmt.
	Total, Health-Related Services	8,522,528	13,563,035	21,221,952	
PRIMARY MEDICAL CARE					
	Federal (HRS4)	N.A.	500,000	1,926,737	FY 1991-92 includes CARE Title I funds.
	City (General Funds)	382,845	933,850	961,865	
	Total, Primary Medical Care	382,845	1,433,850	2,888,602	
ADMINISTRATION					
	Federal (HRS4)	N.A.	261,513	673,709	CARE administrative costs, which are capped at 5% of the CARE grant.
	State	620,700	637,700	545,500	
	City (General Funds)	279,108	775,709	765,764	FY 1990-91 includes one-time general funds (\$131,191) for ODM contract automation.
	Total, Administration	899,808	1,674,922	1,984,973	
GRAND TOTAL, AIDS Division					
	Federal	10,501,735	13,970,770	23,980,131	
	State	3,925,226	4,585,306	5,610,719	
	City (General Funds)	6,486,345	9,965,737	11,079,005	Does not include expenses and revenues for HIV care at District Health Centers and SFGH.
	Grand Total	\$20,913,306	\$28,521,803	\$40,677,855	

Item 3 - File 54-92-1

1. The proposed motion would direct the Clerk of the Board to send a letter to the Mayor in support of the existing Small Business Advisory Commission.

2. The Small Business Advisory Commission, comprised of 11 representatives of small businesses, is currently reviewing and holding hearings regarding changes to the Commission. These commissioners receive no payment from the City for their services, and serve in an advisory capacity only.

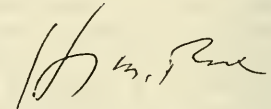
3. Although such changes have not been finalized and would require approval of the Board of Supervisors, according to Mr. Kent Sims of the Mayor's Office, the Small Business Advisory Commission may be changed from a Small Business Advisory Commission to a Business Advisory Commission, which would incorporate both large and small, downtown and neighborhood business interests. Mr. Sims indicates that this issue has been introduced by former members of the Council of District Merchants, and previous and present members of the Small Business Advisory Commission. In addition, Mr. Sims reports that the Mayor's Office has not proposed the elimination of the Small Business Advisory Commission, but would endorse an expanded Business Advisory Commission, if recommended by the Small Business Advisory Commission. The draft proposal created by the Small Business Advisory Commission for the creation of a Business Advisory Commission outlines an increase in the number of commissioners from 11 to 15, consisting of at least seven representatives from businesses with fewer than 25 employees (with at least two representatives of businesses located in neighborhood commercial districts), at least two representatives from businesses with 25-500 employees, and at least two representatives from businesses with more than 500 employees.

4. The fiscal impact to the City from an 11 member Small Business Advisory Commission to a 15 member Business Advisory Commission, which incorporates large and small, downtown and neighborhood business interests, would depend upon the specific policy proposed by the Business Advisory Commission, and therefore cannot be determined at this time. Mr. Sims indicates that one Assistant to the Mayor V at an annual salary of approximately \$58,908 excluding fringe benefits, which currently exists in the Mayor's Office, would be able to serve as staff to an expanded 15 member Business Advisory Commission.

5. Although the proposed motion states the Board of Supervisors opposition to the elimination of the Small Business Advisory Commission, and states the Board of Supervisors willingness to consider creating a new commission to deal with the issues of larger businesses in San Francisco, as noted above, the Mayor's Office is not proposing to eliminate the Small Business Advisory Commission, but rather the Small Business Advisory Commission may propose to expand the existing 11 member commission to a

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

15 member Business Advisory Commission. The fiscal impact to the City from the creation of a separate commission which would deal specifically with the issues of larger businesses would depend upon the specific policy proposed by the Commission, and therefore cannot be determined at this time. According to the author of the proposed motion, the intent of the proposed motion is that the additional commissioners would not receive any payments for their services. Therefore, this additional commission would have no other fiscal impact to the City other than potential impacts from its policy recommendations. However, according to Mr. Sims, if the Board of Supervisors motion would result in two commissions rather than one commission, an additional commission with a separate agenda from the Mayor's Office would require identification of policy issues, drafting of documents and attendance at meetings. Therefore, according to Mr. Sims, an additional staff person may be required. As noted, the annual salary of an Assistant to the Mayor V is approximately \$58,908 excluding fringe benefits. Also as previously noted, an expanded 15 member Business Advisory Commission could be supported with existing Mayor's Office staff if two separate commissions were not created.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Barbara Kolesar  
Ted Lakey

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 23, 1992

**REVISED**

DOCUMENTS DEPT.

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendation

SUBJECT: March 24, 1992 Administration and Oversight Committee Meeting

MAR 24 1992

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PUBLIC LIBRARY

Item 2 - File 13-92-3

**Item:** Resolution calling on Presidential candidates to address a plan to combat the HIV epidemic in America and its impact on cities.

**Description:** The number of new cases of AIDS in San Francisco rose rapidly from 1981 to 1989, while in 1990 and 1991, for the first time, there were decreases in newly diagnosed cases of AIDS than in preceding years. According to the Mr. Giuliano Niero of the AIDS Office of the Department of Public Health (DPH), this decrease may be due to anti-virals such as AZT, which are prolonging the period in which individuals are diagnosed with AIDS-Related Complex (ARC) before full-fledged AIDS is developed. Also, Mr. Nieri advises that the Surveillance Branch of the AIDS Office is still identifying AIDS diagnoses from 1991. The number of persons diagnosed with AIDS has exceeded the number of AIDS deaths every year since 1981, and thus the number of living persons with AIDS has continued to increase since that time.

The following table compares the number of newly diagnosed AIDS cases with the number of living persons with AIDS from 1981 through February of 1992.

Memo to Administration and Oversight Committee  
March 24, 1992 Administration and Oversight Committee Meeting

NUMBER OF PERSONS WITH AIDS  
IN SAN FRANCISCO, FY 1980-81 - 1991-92

<u>Year</u>	<u>Number of Newly Diagnosed Cases</u>	<u>Number of AIDS Deaths</u>
1981	34	31
1982	111	106
1983	314	294
1984	610	579
1985	922	890
1986	1,365	1,271
1987	1,650	1,475
1988	1,700	1,364
1989	1,774	1,241
1990	1,721	918
1991	1,563	401
1992 (through 2/29)	<u>157</u>	<u>4</u>
TOTALS	11,921	8,574

Source: San Francisco Department of Public Health

The total number of reported cases of AIDS in San Francisco from August 1981 through February 1992 is 11,921, and the total number of deaths from AIDS in that same period was 8,574. Thus, there are 3,347 (11,921 less 8,574) identified persons living with AIDS in San Francisco.

Individuals who are infected with the HIV virus but show no symptoms are called HIV positive, asymptomatic. Also, many HIV positive individuals may have ARC who have not yet developed full-fledged AIDS. The Department of Public Health (DPH) indicates that information regarding the number of HIV positive asymptomatic cases in San Francisco is based only on estimates, because, since these individuals are unaware that they are carriers, many cases are unreported.

ESTIMATED NUMBER OF HIV POSITIVE  
INDIVIDUALS IN SAN FRANCISCO

<u>Year</u>	<u>Number Diagnosed During Year</u>
1980	5,040
1981	10,080
1982	19,040
1983	25,200
1984	26,320
1985	26,880
1986	27,440
1987	28,000

Source: "Projections of AIDS Morbidity and Mortality in San Francisco,"  
*The Journal of the American Medical Association*, March 16, 1990,  
Volume 263.

As reflected in the table above, the number of HIV positive individuals grew at a rapid rate from 1980 to 1987. In 1988 and 1989, the AIDS Office advises that the number of new infections was nearly zero percent among gay and bisexual men, probably because of outreach and education efforts. In 1990, the overall incidence rate among gay and bisexual men rose from nearly zero to approximately two percent of an estimated 58,000 gay and bisexual San Franciscans, or approximately 1,160 newly infected individuals. However, in 1990 and 1991, the incidence rate for gay and bisexual men aged 17 to 25 was approximately 4 percent, while the incidence rate for older gay men was lower. The rate of infection among injection drug users (IDUs) for 1988 through 1991 was approximately three percent, or 390 of an estimated 13,000 IDUs infected each year.

In September 1991, the DPH AIDS Office sponsored a group of researchers who study various groups of people with HIV/AIDS, such as the homeless, injection drug users, and gay men, to create a report regarding the prevalence of HIV and AIDS in San Francisco. According to *HIV Incidence and Prevalence in San Francisco in 1992, Summary Report from an HIV Consensus Meeting*, the group estimates that over 1,000 individuals will become newly infected with the HIV virus in 1992, for an estimated total of 29,000 HIV positive individuals, less the number of deaths of HIV positive individuals. The *Summary Report* advises that of the estimated 28,000 HIV infected individuals in 1991 in San Francisco, 25,000 are gay or bisexual men, 1,700 are injection drug users, 1,100 are women (some of whom are injection

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

drug users and thus included in two categories), and 250 are heterosexual men.

**Cost to the City:**

From FY 1982-83 through FY 1991-92, the City has contributed a total of approximately \$101,458,466 in General Fund monies to AIDS programs. AIDS programs includes health care and related support services and prevention/education programs. By comparison, the City has received a total of approximately \$187,176,109 from State and Federal sources over the same time period for AIDS programs, thereby resulting in a total cost for AIDS of approximately \$288,634,577 from FY 1982-83 through FY 1991-92.

GENERAL FUND AND STATE/FEDERAL  
 CONTRIBUTIONS TO AIDS PROGRAMS  
 FY 1982-83 - FY 1991-92

<u>Year</u>	<u>Total GF Contribution</u>	<u>State/Federal Funding</u>	<u>TOTALS</u>
1982-83	\$180,447	none	\$180,447
1983-84	4,004,368	\$46,512	4,050,880
1984-85	4,043,612	698,554	4,742,166
1985-86	4,958,417	2,838,161	7,796,578
1986-87	9,622,501	14,090,940	23,713,441
1987-88	10,877,283	22,735,321	33,612,604
1988-89	12,256,876	26,694,882	38,951,758
1989-90	14,583,045 *	30,757,643 *	45,340,688
1990-91	19,238,737 *	37,677,757 *	56,916,494
1991-92	<u>21,693,180 *</u>	<u>51,636,339 *</u>	<u>73,329,521**</u>
TOTALS	\$101,458,466	\$187,176,109	\$288,634,577

\*Estimated based on a General Fund contribution to SFGH of 30 percent, and a General Fund contribution to the District Health Centers of 90 percent.

\*\* \$2.00 difference from Attachment 1 due to rounding.

Source: San Francisco Department of Public Health

Thus, in 1991-92, the State and Federal governments provided approximately 70.4 percent of funding for AIDS. Since 1982-83, the State and Federal governments have provided for approximately 64.8 percent of total AIDS funding, while the City's General Fund has paid for approximately 35.2 percent of the cost for AIDS.

Memo to Administration and Oversight Committee  
March 24, 1992 Administration and Oversight Committee Meeting

The following table shows the City's General Fund contributions to the DPH's AIDS Office, San Francisco General Hospital, Laguna Honda Hospital and the Primary Care Centers from FY 1982-83 to FY 1991-92:

<u>Fiscal Year</u>	<u>AIDS Office</u>	<u>SFGH</u>	<u>Laguna Honda</u>	<u>Primary Care Centers</u>	<u>Totals</u>
1982-83	\$180,447				\$180,447
1983-84	4,004,368				4,004,368
1984-85	4,043,612				4,043,612
1985-86	4,958,417				4,958,417
1986-87	4,722,501	\$4,900,000			9,622,501
1987-88	5,577,283	5,300,000			10,877,283
1988-89	5,756,876	6,500,000			12,256,876
1989-90	6,387,345	6,690,000 *	\$99,000	\$1,406,700 *	14,583,045
1990-91	9,445,737	7,725,000 *	520,000	1,548,000 *	19,238,737
1991-92	<u>10,841,602</u>	<u>8,908,450</u> *	<u>237,403</u>	<u>1,705,725</u> *	<u>21,693,180</u>
TOTALS	\$55,918,188	\$40,023,450	\$856,403	\$4,660,425	\$101,458,466

\*Estimated based on a General Fund contribution to SFGH of 30 percent, and a General Fund contribution to the District Health Centers of 90 percent.

Source: San Francisco Department of Public Health

According to the AIDS Office, the costs reflected above for SFGH and Laguna Honda hospitals primarily include medical care for people with AIDS who are ineligible for MediCal. The AIDS Office reports that all of the City's HIV-related medical care costs may not be reflected above, because the Federal definition of AIDS excludes many individuals with HIV related illnesses from presumptive eligibility for social security. Without presumptive eligibility for social security, individuals are not eligible for MediCal. For example, the AIDS Office advises, many HIV positive women suffer from pelvic inflammatory disease (PID), but since PID has not been included as an HIV related illness, many indigent HIV positive women with PID have been treated at SFGH at the City's expense.

The approximately \$10.84 million of General Fund budgeted to the AIDS Office in FY 1991-92 supports the following, the DPH advises:

- the identification of persons with AIDS at approximately \$400,000;
- education and outreach, at approximately \$2.7 million;

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
March 24, 1992 Administration and Oversight Committee Meeting

- non-acute health related costs, such as housing, home attendant care, and psychosocial support, at approximately \$6.02 million;
- primary medical care, at approximately \$960,000;
- administration, at approximately \$760,000.

For more detailed information about AIDS Office programs, including General Fund, Federal and State expenditures, see Attachments 1 and 2. The Laguna Honda costs for each year are included in the non-acute health care costs of the AIDS Office.

In summary, between 1981 and February 29, of 1992, 11,921 persons have been diagnosed with AIDS and 8,574 persons have died of AIDS. As of 1991, an estimated 28,000 San Franciscans, or nearly four percent of the population of San Francisco, are estimated to be HIV positive. In 1991-92, \$21,693,180 was budgeted from the General Fund for AIDS related services, and the Federal and State governments provided \$51,636,339 in AIDS funding. Thus, in 1991-92, the State and Federal governments provided approximately 70.4 percent of funding for AIDS. Since FY 1982-83, the General Fund has provided \$101,458,466 in AIDS funding, and the State and Federal governments have provided an estimated \$187,176,109. Therefore approximately 35.2 percent of San Francisco's total \$288,634,575 in AIDS funding since FY 1982-83 has been provided by the City's General Fund.

## PH AIDS Funding

(RESTATED FOR THE BUDGET ANALYST'S OFFICE)

Source and Service

23, 1992

Source	FY 1989 - 90	FY 1990 - 91	FY 1991 - 92	Notes	Notes
<b>RESEARCH</b>					
Federal (CDC)	1,929,952	1,663,865	2,726,180	One-time funds in FY 1991-92 = \$1,041,161.	
Total, Research	1,929,952	1,663,865	2,726,180		
<b>SURVEILLANCE / SEROPREVALENCE</b>					
Federal (CDC)	2,059,476	1,886,928	1,874,514		
City (General Funds)	414,931	456,424	399,861	\$358,156 in FY 1991-92 for Disease Control.	
Total, Surveillance/Seroprevalence	2,474,407	2,343,352	2,274,375		
<b>PREVENTION</b>					
Federal (CDC)	4,509,343	4,689,717	5,625,830	One-time funds in FY 1991-92 total \$938,113.	
State	1,253,198	1,219,124	1,257,216		
City (General Funds)	941,225	1,934,028	2,698,727		
Total, Prevention	6,703,766	7,842,869	9,581,773		
<b>ACUTE HEALTH - RELATED SERVICES</b>					
Federal (HRSA)	2,002,964	4,968,747	11,161,161	FY 1991-92 CARE Title II Included here as	
State	2,051,328	2,728,562	3,808,003	State funding (\$682,9120).	
City (General Funds)	4,468,236	5,865,726	6,252,788	FY 1990-91 Includes one-time general funds	
Total, Health-Related Services	8,522,528	13,563,035	21,221,952	(\$485,584) for automated case mgt.	
<b>PRIMARY MEDICAL CARE</b>					
Federal (HRSA)	N.A.	500,000	1,926,737	FY 1991-92 Includes CARE Title I funds.	
City (General Funds)	382,845	933,850	961,865		
Total, Primary Medical Care	382,845	1,433,850	2,888,602		
<b>ADMINISTRATION</b>					
Federal (HRSA)	N.A.	261,513	673,709	CARE administrative costs.	
State	620,700	637,700	545,500		
City (General Funds)	279,108	775,709	765,764	FY 1990-91 Includes one-time general funds	
Total, Administration	899,808	1,674,922	1,984,973	(\$131,191) for OCM contract automation.	
<b>TOTAL AIDS Division</b>					
Federal	10,501,735	13,970,770	23,988,131		
State	3,925,226	4,585,386	5,610,719		
City (General Funds)	6,486,345	9,965,737	11,079,005		
Subtotal	\$20,913,306	\$28,521,893	\$40,677,855		
<b>Funds, HIV - Related not in the AIDS Division (ESTIMATES)</b>					
City, HRSA and NIAID Grants (Federal)	564,382	924,601	1,061,580		
City Care Cntrs (Hlth Ctrs + Tom Waddell)	156,300	172,000	189,525	Reimb. (State & Fed. \$) @ 10% of costs	
City Care Cntrs (Hlth Ctrs + Tom Waddell)	1,406,700	1,548,000	1,705,725	City Gen. Funds (costs not reimb.)	
State AIDS-Specific & HIV-Related Svcs	15,610,000	18,025,000	20,786,384	Reimb. (State & Fed. \$) @ 70% of costs	
City AIDS-Specific & HIV-Related Svcs	6,690,000	7,725,000	8,908,450	City Gen. Funds (costs not reimb.)	
Total, Non - AIDS Division Services:	\$24,427,382	\$28,394,601	\$32,651,664		
<b>TOTAL, SFDPH</b>	<b>\$45,340,688</b>	<b>\$56,916,494</b>	<b>\$73,329,519</b>		

# SFDPH AIDS Division

## Funding By Source and Service

(Includes Only Those Funds Managed by the AIDS Division)

02/27/92

Attachment 2

Source	FY 1989 - 90	FY 1990 - 91	FY 1991 - 92	Notes
<b>RESEARCH</b>				
Federal (CDC)	1,929,952	1,663,865	2,726,180	One-time funds in FY 1991-92 = \$1,041,161 for Young Men's Survey, Youth at High Risk Study, and Evaluation of Linkages from Testing to Primary Care.
Total, Research	1,929,952	1,663,865	2,726,180	
<b>SURVEILLANCE / SERO-REVALANCE</b>				
Federal (CDC)	2,059,476	1,866,928	1,674,514	
City (General Funds)	414,931	456,424	399,861	\$256,156 in FY 1991-92 for Disease Control activities (HIV counseling when investigating other sexually transmitted diseases).
Total, Surveillance/Sero-prevalence	2,474,407	2,343,352	2,274,375	
<b>PREVENTION</b>				
Federal (CDC)	4,509,343	4,689,717	5,625,830	One-time funds in FY 1991-92 total \$936,113 and may be used to increase current contracts through Dec. 1992.
State	1,253,198	1,219,124	1,257,216	
City (General Funds)	941,225	1,934,028	2,698,727	
Total, Prevention	6,703,766	7,842,869	9,581,773	
<b>NON - ACUTE HEALTH - RELATED SERVICES</b>				
Federal (HRSA)	2,002,964	4,968,747	11,161,161	FY 1991-92 CARE Title II included here as State funding (\$382,910) since it goes through the State, where it can be cut. Final State funding total \$3.125 million in FY 1991-92.
State	2,051,328	2,728,562	3,808,003	FY 1990-91 includes one-time general funds (\$485,584) for automated case mgmt.
City (General Funds)	4,468,236	5,065,726	6,252,788	
Total, Health-Related Services	8,522,528	13,563,035	21,221,952	
<b>PRIMARY MEDICAL CARE</b>				
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<b>ADMINISTRATION</b>				
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State	620,700	637,700	545,500	
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Total, Administration	899,808	1,674,922	1,984,973	
<b>GRAND TOTAL, AIDS Division</b>				
Federal	10,501,735	13,970,770	23,988,131	
State	3,925,226	4,585,386	5,610,719	Does not include expenses and revenues for HIV care at District Health
City (General Funds)	6,486,345	9,965,737	11,079,005	Centers and SFCH.
Grand Total	\$20,913,306	\$28,521,893	\$40,677,855	

04

BOARD of SUPERVISORS

12 cancellation

92



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San Francisco 94102  
554-5184

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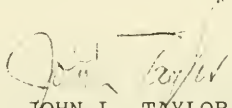
SAN FRANCISCO  
PUBLIC WORKS

NOTICE OF RESCHEDULED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Calendar

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, April 14, 1992, has been rescheduled to Tuesday, April 21, 1992, at 10:00 a.m., in Room 228, City Hall.

  
JOHN L. TAYLOR  
Clerk of the Board

POSTED: MARCH 31, 1992

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102  
PUBLIC HEARING NOTICE

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CALENDAR

MEETING OF  
RESCHEDULED ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

APR 17 1992

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TUESDAY, APRIL 21, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 97-91-47. [Voter Pamphlet] Ordinance amending the San Francisco Administrative Code by amending Section 5.80 thereof to delete the requirement that the voter pamphlet indicate how individual Supervisors voted on the submission of ballot arguments. (Supervisors Maher, Ward)

(Cont'd from 3/24/92)

ACTION:

2. File 97-92-18. Hearing to consider and evaluate the City's current system of providing, as part of the City's Voter Information Pamphlet, proponent's and opponent's arguments and rebuttals, including arguments and rebuttals that may be submitted by the Board of Supervisors, and to consider ideas and suggestions for modifying this system. (Supervisor Hallinan)

ACTION:

3. File 54-92-1. [Small Business Advisory Commission] Motion directing the Clerk of the Board to send a letter to the Mayor in support of the Small Business Advisory Commission. (Supervisor Alioto)

(Cont'd from 3/24/92)

ACTION:

4. File 92-92-9. Consideration of appointments to the Advisory Council to the Commission on the Aging, vice Vivian Hallinan (Hallinan), Alexandra Glazunova (Gonzalez), Othella Childs (Migden), terms expired, for two-year terms ending March 31, 1994.

Applicants: Alexandra Glazunova (Gonzalez)  
John J. Horak (Migden)

ACTION:

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5. File 92-92-8. Consideration of appointments to the Animal Control and Welfare Commission, vice Ronald Lippert (at large), Dolores Donovan (at large), and Dr. Ken Gorczyca (licensed veterinarian), terms expiring April 30, 1992, for two-year terms ending April 30, 1994. (Clerk of the Board)

Applicant: Ronald Lippert (at large)

ACTION:

6. File 165-92-4. [Giants Economic Impact Report] Motion directing the Budget Analyst to prepare an Economic Impact Report related to different possible locations for siting the Giants Baseball Team. (Supervisor Alioto)

ACTION:

7. File 165-92-5. [Management Audit – Social Services] Motion directing the Budget Analyst to prepare a management audit of the Department of Social Services. (Supervisor Migden)

ACTION:

8. File 57-92-4. [Independent Hearing Panel] Resolution appointing the Board of Supervisors for the City and County of San Francisco as the hearing panel to act as the Local Appeals Body for Solid Waste issues. (Supervisor Gonzalez)

ACTION:

9. File 97-92-13. [Political Activity by City Employees] Ordinance amending Chapter 16 of the San Francisco Administrative Code, by repealing Article XIV, establishing the Assassination Survivorship Fund, and adding a new Article SiV, regulating political activity by City employees. (Supervisor Ward)

ACTION:

10. File 97-92-16. To consider legislation amending the Administrative Code placing the Film and Video Commission under the control of the Chief Administrative Officer. (Supervisor Hallinan)

ACTION:

11. File 124-92-1. [Traffic Regulations – Department of Parking and Traffic] Ordinance amending various sections of the Traffic Code, to transfer authority from the Police Department, Department of Public Works, Purchaser of Supplies, Tax Collector and the Chief Administrative Officer to the Department of Parking and Traffic relating to parking and traffic regulations, parking permits, towing and storage contracts, truck loading zones, stop signs, bus zones, contractor's emergency parking, pedestrian traffic, parking meter zones, residential parking permit program, carpool permit parking program, interstate truck terminal routes, diagonal parking program, commercial parking program. (Dept. of Parking and Traffic)

ACTION:

12. File 93-92-15. [MOU Between Mayor and POA] Resolution urging Mayor to take steps to ensure that any MOU between the Mayor and the POA not contain a provision allowing the Police Officers Association ("POA") to refuse representation for Police Department personnel who are victims of sexual harassment and/or discrimination or other types of harassment and/or discrimination when the POA also provides a representative to the accused officer and urging the Mayor to request the Police Commission to protect the integrity of the Equal Employment Opportunity ("EEO") Unit by dictating that administration of the unit be separated from and made independent of all other administrative arms of the Police Department, answerable only to the Chief. (Supervisor Maher)

ACTION:

13. File 93-92-16. To consider the San Francisco Police Department Memorandum of Understanding. (Supervisors Hallinan, Alioto)

ACTION:

14. File 93-92-2. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Bay Counties District Council of Carpenters. (Supervisor Shelley)

ACTION:

15. File 93-92-3. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with International Association of Machinists and Aerospace Workers Local 1327. (Supervisor Shelley)

ACTION:

16. File 93-92-4. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Building Material & Construction Teamsters, Local 216. (Supervisors Shelley)

ACTION:

17. File 93-92-5. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with San Francisco Building Inspectors. (Supervisor Shelley)

ACTION:

18. File 93-92-6. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Teamsters, Local 856. (Supervisor Shelley)

ACTION:

19. File 93-92-7. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Sheet Metal Workers Local 104. (Supervisor Shelley)

ACTION:

20. File 93-92-8. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Pile Drivers, Local 34. (Supervisor Shelley)

ACTION:

21. File 93-92-9. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Municipal Real Property Officers of San Francisco. (Supervisor Shelley)

ACTION:

22. File 93-92-10. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Operating Engineers, Local 3/Deputy Sheriff's Association. (Supervisor Shelley)

ACTION:

23. File 93-92-11. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with San Francisco Municipal Attorneys Association. (Supervisor Shelley)

ACTION:

24. File 93-92-12. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Sanitary Truck Drivers and Helpers Teamsters, Local No. 350. (Supervisor Shelley)

ACTION:

25. File 93-92-13. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with Municipal Executives Association 350. (Supervisor Shelley)

ACTION:

26. File 93-92-14. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with San Francisco Association of Personnel Professionals. (Supervisor Shelley)

ACTION:

#### LITIGATION – CLOSED SESSION

27. File 45-92-12. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Howard Baker against the City and County of San Francisco by payment of \$7,500. (City Attorney) (Superior Court No. 901-436)

ACTION:

28. File 45-92-13. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Barbara and Cesare Frediani against the City and County of San Francisco by payment of \$17,500. (City Attorney) (Superior Court No. 910-271)

ACTION:

29. File 48-92-6. [Settlement of Claim] Resolution approving the settlement of the unlitigation claim of Melvin Clay Berger by payment of \$20,302.82. (City Attorney)

ACTION:

30. File 48-92-7. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Wendy Millier by Pament of \$35,000. (City Attorney)

ACTION:

31. File 48-92-8. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Fred Baytin by payment of \$7,500. (City Attorney)

ACTION:

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Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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11  
**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

April 16, 1992

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**TO:** Administration and Oversight Committee

**FROM:** Budget Analyst *Recommendations*

**SUBJECT:** April 21, 1992 Rescheduled Administration and Oversight Committee Meeting

Item 3 - File 54-92-1

**Note:** This item was continued by the Administration and Oversight Committee at its meeting of March 24, 1992.

1. The proposed motion would direct the Clerk of the Board to send a letter to the Mayor in support of the existing Small Business Advisory Commission.

2. The Small Business Advisory Commission, comprised of 11 representatives of small businesses, has recently reviewed and held hearings regarding changes to the Commission. These commissioners receive no payment from the City for their services, and serve in an advisory capacity only.

3. At the March 25, 1992 meeting of the Small Business Advisory Commission, the Commission approved legislation amending the San Francisco Administrative Code, Article XIII, to eliminate the Bureau for Small Business and the Small Business Advisory Commission, to establish a Business Advisory Commission and to urge the Mayor to seek adoption of such legislation by the Board of Supervisors. This legislation establishing a Business Advisory Commission is pending before the Board of Supervisors. The proposed motion would direct the Clerk of the Board to send a letter to the Mayor in support of the existing Small Business Advisory Commission.

4. According to Mr. Kent Sims of the Mayor's Office, the proposed Business Advisory Commission, would incorporate both large and small, downtown and neighborhood business interests. Mr. Sims indicates that this issue has been introduced by former members of the Council of District Merchants, and previous and present members of the Small Business Advisory Commission. In addition, Mr. Sims reports that the Mayor's Office has not proposed the elimination of the Small Business Advisory Commission, but would endorse an expanded Business Advisory Commission, as is recommended by the Small Business Advisory Commission. The draft legislation adopted by the Small Business Advisory Commission for the creation of a Business Advisory Commission outlines an increase in the number of commissioners from 11 to 15, consisting of at least eight representatives from businesses with fewer than 25 employees (with at least two representatives of businesses located in neighborhood commercial districts), at least two representatives from businesses with 25-500 employees, and at least two representatives from businesses with more than 500 employees, and at least three representatives from the general San Francisco business community.

4. The fiscal impact to the City from an 11 member Small Business Advisory Commission to a 15 member Business Advisory Commission, which incorporates large and small, downtown and neighborhood business interests, would depend upon the specific policies proposed by the Business Advisory Commission, and therefore cannot be determined at this time. Mr. Sims indicates that one Assistant to the Mayor V at an annual salary of approximately \$58,908 excluding fringe benefits, which currently exists in the Mayor's Office, would be able to serve as staff to an expanded 15 member Business Advisory Commission.

5. Although the proposed motion states the Board of Supervisors opposition to the elimination of the Small Business Advisory Commission, and states the Board of Supervisors willingness to consider creating a new commission to deal with the issues of larger businesses in San Francisco, as noted above, the Mayor's Office is not proposing to eliminate the Small Business Advisory Commission, but rather the Small Business Advisory Commission is proposing to expand the existing 11 member commission to a 15 member Business Advisory Commission. The Small Business Advisory Commission is also requesting that the Mayor seek adoption of such legislation from the Board of Supervisors. The fiscal impact to the City from the creation of a separate commission which would deal specifically with the issues of larger businesses would depend upon the specific policies proposed by the Commission, and therefore cannot be determined at this time. According to the author of the proposed motion, the intent of the proposed motion is that the additional commissioners would not receive any payments for their services. Therefore, this additional commission would have no other fiscal impact to the City other than potential impacts from its policy recommendations. However, according to Mr. Sims, if the Board of Supervisors motion would result in two commissions rather than one commission, an additional commission with a separate agenda from the Mayor's Office would require identification of policy

Memo to Administration & Oversight Committee  
April 21, 1992 Rescheduled Administration & Oversight Committee Meeting

issues, drafting of documents and attendance at meetings. Therefore, according to Mr. Sims, an additional staff person may be required. As noted, the annual salary of an Assistant to the Mayor V is approximately \$58,908 excluding fringe benefits. Also as previously noted, an expanded 15 member Business Advisory Commission could be supported with existing Mayor's Office staff if two separate commissions were not created.

**Recommendation**

Approval of the proposed motion, which would direct the Clerk of the Board to send a letter to the Mayor in support of the existing Small Business Advisory Commission, is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 6 - File 165-92-4

**Item:** Motion directing the Budget Analyst to prepare an Economic Impact Report relating to different possible locations for siting the Giants Baseball Team.

**Description:** According to the proposed motion, the Board of Supervisors has created a Ballpark Advisory Committee to create a plan to keep the San Francisco Giants in San Francisco and this Ballpark Advisory Committee needs to gather comprehensive information before making recommendations, including reliable economic impact information.

The Budget Analyst is therefore being requested to prepare a complete economic impact report, including both direct and indirect costs and benefits, relating to the neighborhood and Citywide impacts of different potential stadium sites, including the following:

(a) The current baseball/football stadium at Candlestick Park;

(b) Renovating Candlestick Park for baseball/football;

(c) Building a new baseball stadium near the Airport on City owned land west of Highway 101;

(d) Building a new baseball stadium at 7th and Townsend Streets;

(e) Building a new baseball stadium in China Basin at 2nd and King Streets; and

(f) Renovating Candlestick Park for football only, building a multi-purpose arena at 7th and Townsend Streets, and building a new baseball stadium at China Basin.

**Comments:** This economic impact report is estimated to cost \$48,768 based on 800 hours to complete the analysis at the Budget Analyst's average hourly rate of \$60.96. However, no additional funds would be requested since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.

**Recommendation:** Approval of the proposed motion is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 7 - File 165-92-5

**Item:** Motion directing the Budget Analyst to prepare a management audit of the Department of Social Services.

**Description:** The proposed motion would direct the Budget Analyst to conduct a limited scope management audit of the Department of Social Services. This limited scope audit would focus on the following:

- (a) Organization and staffing levels;
- (b) Administrative and management goals, objectives and actual performance; and
- (c) Maximization of administrative cost recovery from State and Federal sources.

**Comment:** This audit is estimated to cost \$24,384 based on 400 hours to complete the analysis at the Budget Analyst's average hourly rate of \$60.96. However, no additional funds would be requested since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.

**Recommendation:** Approval of the proposed motion is a policy matter for the Board of Supervisors.



Item 8 - File 57-92-4

1. The proposed resolution would appoint the Board of Supervisors for the City and County of San Francisco as the hearing panel to act as the local appeals body for solid waste issues.

2. Pursuant to the State's Solid Waste Control Act of 1976, the Board of Supervisors approved a resolution (Resolution No. 692-77) which designated the Department of Public Health's (DPH) Bureau of Environmental Health to be the local enforcement agency for the City and County of San Francisco. The local enforcement agency is responsible for the enforcement and inspection of the implementation of various State statutes regarding solid waste.

3. According to the Department of Public Health's (DPH) Bureau of Environmental Health, in December, 1991, the California Integrated Waste Management Board (CIWMB) issued requirements for all local enforcement agencies to become redesignated. The Board of Supervisors also previously approved a resolution (File 57-92-3) which redesignated the DPH's Bureau of Environmental Health as the local enforcement agency. Part of this redesignation process requires that the local enforcement agency (DPH's Bureau of Environmental Health) maintain a hearing panel for solid waste issues in accordance with State statutes and regulations. The proposed resolution would appoint the Board of Supervisors as the hearing panel for solid waste issues.

4. According to Mr. Ben Gale of the DPH's Bureau of Environmental Health, the solid waste issues which may arise are the citing of potential additional landfill locations or potential transfer stations. Therefore, the DPH is requesting that the Board of Supervisors designate itself as the local hearing panel for solid waste issues. The hearing panel would be responsible for hearing appeals for permittees or applicants for solid waste facilities when there is a disagreement with the local enforcement agency (DPH's Bureau of Environmental Health). Mr. Gale indicates that in most other California counties, the Board of Supervisors acts as the hearing panel for local enforcement agencies. State guidelines require that the Board may designate itself as the hearing panel or establish an independent panel consisting of three members selected for their legal, administrative or technical abilities in areas relating to solid waste management. The DPH's Bureau of Environmental Health would remain as the local enforcement agency if the Board of Supervisors establishes an independent hearing panel.

5. Mr. Gale reports that since 1976, there have been no appeals brought forward. Mr. Gale anticipates that this trend will continue in the future, and therefore, the use of this hearing panel will be minimal. Therefore, the Budget Analyst projects that the proposed legislation would result in no or minimal fiscal impact to the City. In addition, according to the DPH, in the event that an increased volume of appeals develops later, the Board can then designate an independent hearing panel at that time.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
April 21, 1992 Rescheduled Administration and Oversight Committee Meeting

**Recommendation**

Approval of the proposed resolution, which would appoint the Board of Supervisors as the hearing panel to act as the local appeals body for solid waste issues, is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 9 - File 97-92-13

1. The proposed ordinance would amend Chapter 16 of the San Francisco Administrative Code, by repealing Article XIV, establishing the Assassination Survivorship Fund, and add a new Article XIV, regulating political activity by City employees.

2. In 1979, the Board of Supervisors approved an ordinance (Ordinance No. 175-79) which added Article XIV of Chapter 16 of the San Francisco Administrative Code, establishing the Assassination Survivorship Fund. The proposed ordinance would repeal Article XIV and add a new Article XIV regulating political activity by City employees. The Assassination Survivorship Fund was established and placed under the authority of the Office of the Treasurer in a Special Fund. The amount in the Fund was \$312,122. The monies in this special fund were to be paid to the widow, widower or minor children of any assassinated officer. An assassination was defined as the unlawful killing of an elected public official, except when the unlawful killing is wholly unrelated to the exercise of that office. Mr. Burk Delventhal of the City Attorney's Office reports that the establishment of the Assassination Survivorship Fund was later determined to be unconstitutional by the State in the early 1980s. Therefore, Mr. Dan Daly of the Treasurer's Office reports that none of the funds were spent, and the estimated \$312,122 in special funds, plus any interest earnings received, reverted back to the General Fund after the establishment of this Fund was determined to be unconstitutional. As a result, the repealing of the current Article XIV would not result in a fiscal impact on the City because there are presently no monies in the City's Assassination Survivorship Fund.

3. The proposed ordinance would add a new Article XIV of Chapter 16 of the Administrative Code which would require that "no officer or employee shall engage in political activity during his or her working hours while on duty." The proposed ordinance would define political activity as any activity reasonably calculated to influence, interfere with or affect the results of any election for public office or regarding a ballot measure. The proposed ordinance further defines political activity to include campaigning, canvassing, displaying of signs, placards or buttons bearing a political message, and soliciting or receiving contributions. The proposed ordinance does not restrict City officers or employees to engage in political activities during non-working hours.

**Recommendation**

Approval of the proposed ordinance, which would repeal the establishment of the Assassination Survivorship Fund and regulate political activity by City employees is a policy matter for the Board of Supervisors.



Item 10 - File 97-92-16

1. The proposed item would consider legislation to amend the Administrative Code to place the Film and Video Arts Commission under the control of the Chief Administrative Officer (CAO). Presently, the Commission is under the control of the Mayor.

2. The Film and Video Arts Commission was established in November of 1989. The Commission consists of eleven members, staffed by an Executive Director. Commission members are appointed by the Mayor for staggered four year terms. The Commission members serve without compensation. However, members of the Commission may be reimbursed for expenses incurred as a result of their authorized activities. Under the provisions of Chapter 57 of the Administrative Code, the Commission is empowered to (1) promote filmmaking and video arts in the City, including the promotion of community awareness of these endeavors as art forms, (2) coordinate and maintain communication and outreach efforts to advance the City's image in the film and video industry and (3) stimulate long-range investment in film projects originating in the San Francisco area (i.e. scripts, film proposals) and (4) coordinate the awareness of film and video arts and economic opportunities throughout the school systems so as to provide training at the universities and community colleges for technicians, craft skills and creative talent in the area.

3. The Mayor's 1991-92 budget includes \$47,815 to pay for the salary of the Executive Director for the Film and Video Arts Commission. Ms. Robin Eickman, Director of the Film and Video Arts Commission reports that the on-going operating expenses of the Commission are absorbed in the overall operating budget for the Mayor's Office. Ms. Eickman advises that no specific funds have been budgeted in the Mayor's budget for reimbursement of expenses incurred by Commission members. Ms. Eickman adds that to-date, no Commission member has requested reimbursement for any expenses incurred as a result of their authorized activities.

4. Ms. Robin Eickman, Director of the Film and Video Arts Commission reports that approximately \$50,000 is generated annually from permit fees charged to film production companies, as follows:

Videos documentaries, print, travel, corporate/industrial films	\$100/day
Commercials	\$200/day
Television programs/feature films	\$300/day
Student, educational, non-profit productions	(no fee)

5. According to the Controller's records, the actual amount collected in Fiscal Year 1991-92, as of November 30, 1991 (five months), is \$23,750. One-half of these fees are deposited in a Film Production Special Fund, from which funds are used to pay for promotional and marketing activities (i.e. print ads, brochures, trade shows, subscriptions to trade magazines, organization dues). The remaining one-half is deposited in a Reserve Fund under the auspices of the Controller to be apportioned to City departments incurring costs related to film

productions. Mr. John Madden of the Controller's Office reports that City Departments that are entitled to be reimbursed for costs related to film production, submit their claims to the Film and Video Arts Commission for processing. Once such claims are processed, the Controller records the given amount claimed as revenue to the Department. Such revenue would minimally off-set the cost to the General Fund. None of these funds are subject to appropriation by the Board of Supervisors.

6. Ms. Eickman advises that a 1987 study by the Mayor's Film Advisory Council found that approximately \$150 million in annual economic benefits were received in 1986 from visiting film production companies. Ms. Eickman reports that, although no formal follow-up study has been done in this area, she believes the current indirect economic benefits to the City from visiting film production companies totals approximately \$200 million annually. However, it is difficult to quantify these amounts in a precise manner.

### Comments

1. The proposed ordinance to amend the Administrative Code, to place the Film and Video Arts Commission under the control of the CAO, is in the process of being drafted by the City Attorney's Office. Mr. Ted Lakey of the City Attorney's Office advises that the proposed ordinance will not be completed by the April 21, 1992 meeting date of the Administration and Oversight Committee.

2. The sponsor of the proposed legislation has requested that this item be continued to the call of the Chair, in order to allow additional time for the City Attorney to complete the draft of the proposed ordinance.

### Recommendation

Continue the proposed legislation to the call of the Chair.

Item 11 - File 124-92-1

**Department:** Department of Parking and Traffic

**Item:** Ordinance amending various sections of the Traffic Code, to transfer certain authority from the Police Department, Department of Public Works (DPW), Purchaser of Supplies, Tax Collector and the Chief Administrative Officer, to the Department of Parking and Traffic. This certain authority would consist of the authorization to employ Parking Control Officers relating to parking and traffic regulations, parking permits, towing and storage contracts, truck loading zones, stop signs, bus zones, contractors' emergency parking, pedestrian traffic, parking meter zones, residential parking permit programs, carpool permit parking programs, interstate truck terminal routes, the diagonal parking program, and the commercial parking program.

**Description:** In November 1988, San Francisco voters approved Proposition D, which created Charter Section 3.698, establishing the Department of Parking and Traffic. The proposed ordinance would make numerous changes in the San Francisco Administrative Code to transfer formally parking and traffic-related responsibilities to the Department of Parking and Traffic from the Department of Public Works, the Police Department, the Chief Administrative Officer, the Tax Collector and the Purchaser.

The proposed ordinance would amend various sections of the Traffic Code to transfer authority to the Department of Parking and Traffic for various parking and traffic related activities. Specifically, the proposed ordinance would:

- authorize the Department of Parking and Traffic to enforce parking regulations;
- authorize the Department of Parking and Traffic to place, maintain and remove traffic signs and markings;
- authorize Parking Control Officers to request that standing vehicles (that is, vehicles stopped in no parking zones with drivers seated in the vehicle) be moved and to place chalk marks on tires of parked vehicles;
- transfer the authority to place and maintain signs and markings giving notice of restricted traffic streets, vehicular turn restrictions and vehicular parking restrictions from DPW to the Department of Parking and Traffic;
- authorize the Department of Parking and Traffic to exempt City and County owned vehicles from the

restricted street provisions and grant entrance permits to owners of property abutting parking lots;

- authorize Parking Control Officers to cite and/or remove vehicles illegally parked in City-owned parking lots or blocking private driveways;
- authorize the Department of Parking and Traffic to restrict temporarily parking in case of parades, assemblages or emergencies or when necessary to facilitate construction work;
- transfer the authority from DPW to the Department of Parking and Traffic to designate turns;
- authorize the Department of Parking and Traffic, with Board of Supervisors approval to: (1) regulate placement of street barriers and signs; (2) install "all-red-interval" traffic signals, turning markers and angle parking areas; (3) designate streets where parking of oversized vehicles is prohibited; and (4) erect stop signs at intersections within two blocks of schools and to designate and mark bus zones; and to authorize contractors' emergency parking;
- authorize Parking Control Officers, in addition to Police Officers, to direct and control pedestrian traffic;
- authorize the Department of Parking and Traffic to remove parked vehicles that obstruct traffic or that have been left standing for more than 72 hours;
- authorize the Director of Parking and Traffic, as well as the Chief of Police, to adopt regulations related to hearings and to conduct hearings;
- transfer from the Purchaser to the Director of Parking and Traffic the authority to enter into towing and storage contracts
- transfer from DPW to the Parking and Traffic Commission, acting jointly with the Police Commission, the authority to erect speed limit signs;
- bestow responsibility for erecting speed limit signs upon the Department of Parking and Traffic;
- authorize the Department of Parking and Traffic to regulate obstructions to traffic and to amend the definition of obstruction of traffic;
- subject to Board of Supervisors approval, authorize the Department of Parking and Traffic to establish parking

Memo to Administration and Oversight Committee  
April 21, 1992 Administration and Oversight Committee Meeting

meter zones and install meters and mark parking spaces therein;

- authorize the Department of Parking and Traffic to approve and issue special permits to use parking meter zones for construction-related purposes;
- authorize the Department of Parking and Traffic, with Board of Supervisors approval, (1) to designate parking meter zones; (2) to requisition, install, maintain and repair meters; (4) to install "short-time" meters (30 minute maximum); and (5) to establish special motorcycle parking meter zones;
- authorize the Department of Parking and Traffic to collect coins deposited in parking meters;
- give the Department of Parking and Traffic authority for administering the Residential Parking Permit Program and Carpool Permit Parking Program;
- require action by both the Director of Parking and Traffic and the Director of Public Works to designate, subject to Board of Supervisors approval, interstate truck terminal routes and, in appropriate circumstances, to revoke such designated routes;
- give the Department of Parking and Traffic the authority for administering the Diagonal Parking Program and the Commercial Parking Program.

**Comments:**

1. According to Mr. Julian Hultgren of the City Attorney's Office, Charter Section 3.698-3(a), which outlines the functions and duties of the Department of Parking and Traffic, gives the Department of Parking and Traffic responsibility for the day-to-day operation of the affairs placed under the jurisdiction of the Parking and Traffic Commission. Those day-to-day operations include all of the responsibilities listed in the proposed ordinance, Mr. Hultgren advises. Mr. Hultgren further advises that if the proposed ordinance to amend the Traffic Code were approved, responsibility for parking and traffic related activities, which the Department of Parking and Traffic already performs in conformance with Charter Section 3.698-3(a), would be formally transferred from various City departments to the Department of Parking and Traffic.

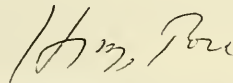
2. According to Mr. Tim Johnson of the Department of Parking and Traffic, the proposed ordinance would not expand the authority or the scope of activities of the Department of Parking and Traffic. The proposed ordinance would only make the Traffic Code reflect the Department of

Parking and Traffic's actual current activities and practices, Mr. Johnson reports.

3. The Department of Parking and Traffic was established to facilitate the movement of persons and vehicles throughout the City. In most cases, responsibility for parking and traffic related activities would be formally removed from the appropriate department and given to the Department of Parking and Traffic instead. However, according to the proposed ordinance, in some cases, the Department of Parking and Traffic would be jointly responsible with other departments. Mr. Johnson advises that the reason for this joint responsibility is that the interests of those other departments are affected by parking and traffic control. For example, the Department of Public Works is concerned with the physical management and control of the streets. Therefore, the Department of Parking and Traffic and the DPW have duplicate responsibility for establishing interstate truck terminal routes. As a second example, the Police Department is concerned with the safety of individuals, and therefore shares responsibility with the Department of Parking and Traffic to direct and control pedestrian traffic.

4. The proposed ordinance would have no fiscal impact.

**Recommendation:** Approve the proposed ordinance.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Barbara Kolesar  
Ted Lakey

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NOTICE OF CANCELLED MEETING

*Calendar.*

ADMINISTRATION AND OVERSIGHT COMMITTEE

NOTICE is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, April 28, 1992, has been cancelled. The next regularly scheduled meeting will be held May 12, 1992.

A handwritten signature in cursive script, appearing to read "John L. Taylor".

JOHN L. TAYLOR  
Clerk of the Board

POSTED: APRIL 22, 1992

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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SAN FRANCISCO

## CALENDAR

### MEETING OF RESCHEDULED ADMINISTRATION AND OVERSIGHT — BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MAY 5, 1992 – 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 93-92-14. [Memorandum of Understanding] Resolution ratifying wage freeze Memorandum of Understanding with San Francisco Association of Personnel Professionals. (Supervisor Shelley)

(Cont'd from 4/21/92)

#### ACTION:

2. File 92-92-13. Requesting appointment of member, General Assembly for the Association of Bay Area Governments, vice Doris Ward (alternate voting delegate), resigned, for the unexpired portion of term expiring June 1, 1992. (Clerk of the Board)

#### ACTION:

3. File 92-92-15. Requesting appointment of member, Association of Bay Area Governments, Executive Board, vice Doris Ward, resigned, for the unexpired portion of term ending June 30, 1993. (Clerk of the Board)

Applicant: Supervisor Tom Hsieh

#### ACTION:

4. File 174-92-1.1. [Ballpark Advisory Committee] Appointing member to the Ballpark Advisory Committee, vice Jerome DeChant, deceased.

Applicants: Ronald Blatman  
Joshua B. Newman

#### ACTION:

5. File 89-92-4. [State Disability Insurance] Resolution authorizing enrollment of classification 4231 Senior Estate Investigator in the State Disability Insurance Program. (Employee Relations Division)

#### ACTION:

6. File 89-92-5. [State Disability Insurance] Resolution authorizing enrollment of classification 2145 Hospital Associate Administrator in the State Disability Insurance Program. (Employee Relations Division)

#### ACTION:

7. File 89-92-6. [State Disability Insurance] Resolution authorizing enrollment of classification District Attorney Investigative Assistant in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

8. File 89-92-7. [State Disability Insurance] Resolution authorizing enrollment of classifications 1665 Director of Patient Accounts and 2947 Hospital Eligibility Manager in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

9. File 12-92-19. [John Swett Elementary School] Resolution urging the Senate Transportation Committee to pass legislation leasing land to the John Swett Elementary School for a playground. (Supervisor Maher)

ACTION:

10. File 93-92-17. [Letter of Agreement] Resolution approving a Letter of Agreement concerning a "4/10 Work Week" schedule for certain classifications in the Juvenile Probation Department. (Employee Relations Division)

ACTION:

#### LITIGATION – CLOSED SESSION

11. File 45-92-12. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Howard Baker against the City and County of San Francisco by payment of \$7,500. (City Attorney) (Superior Court No. 901-436)

(Cont'd from 4/21/92)

ACTION:

12. File 45-92-13. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Barbara and Cesare Frediani against the City and County of San Francisco by payment of \$17,500. (City Attorney) (Superior Court No. 910-271)

(Cont'd from 4/21/92)

ACTION:

13. File 48-92-6. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Melvin Clay Berger by payment of \$20,302.82. (City Attorney)

(Cont'd from 4/21/92)

ACTION:

14. File 48-92-7. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Wendy Miller by Payment of \$35,000. (City Attorney)

(Cont'd from 4/21/92)

ACTION:

15. File 48-92-8. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Fred Baytin by payment of \$7,500. (City Attorney)

(Cont'd from 4/21/92)

ACTION:

16. File 45-92-14. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Raymond Coats against the City and County of San Francisco by payment of \$9,000. (City Attorney) (Superior Court No. 933-146)

ACTION:

17. File 45-92-15. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Esteban Trujillo against the City and County of San Francisco by payment of \$4,500. (City Attorney) (Superior Court No. 937-385)

ACTION:

18. File 45-92-16. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Joseph Sims against the City and County of San Francisco by payment of \$12,000. (City Attorney) (Superior Court No. 886-446)

ACTION:

19. File 45-92-17. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Sanders LeBlanc against the City and County of San Francisco by payment of \$10,000. (City Attorney) (U.S. District Court No. C-89-3778-FMS)

ACTION:

20. File 46-92-3. [Settlement of Lawsuit] Ordinance authorizing settlement of Tracy J. Pabros v. Henry Peter Rosack, et al., upon receipt of the sum of \$16,666.67 interest in car and dismissal of complaint. (City Attorney) (San Mateo Superior Court No. 353831)

ACTION:

21. File 46-92-4. [Settlement of Lawsuit] Ordinance authorizing settlement of Charles Harris v. Kenneth Duart, et al., upon receipt of the sum of \$30,000 and dismissal of complaint. (City Attorney) (Superior Court No. 924-981)

ACTION:

22. File 45-92-18. [Settlement of Litigation] Ordinance authorizing settlement of litigation and claims by rate base regulated utilities, including American Telephone and Telegraph Company, AT&T Communications of California, Inc., GTE California Incorporated, Pacific Bell, MCI Telecommunications Corp., and Pacific Gas and Electric Co., against the City and County of San Francisco, by a reduction in taxes to be paid by American Telephone and Telegraph Company in Fiscal Year 1992-93, and adjustment to the future formulae for setting assessments for rate base regulated utilities. (City Attorney)

ACTION:

23. File 45-92-19. Ordinance authorizing settlement of litigation of Austin Loomis, et al, against the City and County of San Francisco for approximately \$150,000, subject to the terms of the settlement agreements. (City Attorney) (Superior Court No. 811-096 and Court of Appeals Nos. A025233 and A049488)

ACTION:

24. File 46-92-5. [Settlement of Litigation] Ordinance authorizing settlement of litigation of City and County of San Francisco against Robert C. Pritikin for \$100,000, \$95,120 to be paid to the General Fund and building permit penalties of \$4,880 to be paid directly to the Bureau of Building Inspection. (City Attorney) (Superior Court No. 937-333)

ACTION:

25. File 46-92-6. [Settlement of Lawsuit] Ordinance authorizing settlement of Nancy H. Rumsey v. Amoroso & Sons., Inc., et al., upon receipt of the sum of \$3,000 and release of lien. (City Attorney) (Superior Court No. 893-165)

ACTION:

#### ADMINISTRATION AND OVERSIGHT COMMITTEE

Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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ADDENDUM CALENDAR  
MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MAY 5, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

10a. File 92-92-16. To consider the San Francisco Police Department Memorandum of Understanding. (Supervisors Hallinan, Alioto)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102  
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The seal of the City and County of San Francisco, featuring a central figure holding a shield, surrounded by the text "SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO".

DOCUMENT

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## ADMINISTRATION AND OVERSIGHT COMMITTEE

*John L. Taylor*  
JOHN L. TAYLOR  
Clerk of the Board

POSTED: APRIL 27, 1992

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

May 1, 1992

TO: Administration and Oversight Committee  
FROM: Budget Analyst *Recommendations*  
SUBJECT: May 5, 1992 Rescheduled Administration and Oversight Committee Meeting

Item 5 - File 89-92-4

1. The proposed resolution would authorize enrollment of classification 4231 Senior Estate Investigator in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification in the Public Administrator/Guardian which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
4231	Senior Estate Investigator	4

Memo to Administration and Oversight Committee  
May 5, 1992 Rescheduled Administration and Oversight Committee Meeting

4. The Employee Relations Division (ERD) reports that it has received a letter requesting coverage signed by three of the four employees in the 4231 Senior Estate Investigator classification.

**Recommendation**

Approve the proposed resolution.

Item 6 - Files 89-92-5

1. The proposed resolution would authorize enrollment of classification 2145 Hospital Associate Administrator in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification in the Department of Public Health, which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
2145	Hospital Associate Administrator	3

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by all three of the employees in the 2145 Hospital Associate Administrator classification.

Recommendation

Approve the proposed resolution.



Item 7 - Files 89-92-6

1. The proposed resolution would authorize enrollment of classification 8132 District Attorney Investigative Assistant in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification in the District Attorney's Office, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
8132	District Attorney Investigative Assistant	13

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by a majority of the 13 employees in the 8132 District Attorney Investigative Assistant classification.

Recommendation

Approve the proposed resolution.



Item 8 - Files 89-92-7

1. The proposed resolution would authorize enrollment of classifications 1665 Director of Patient Accounts and 2947 Hospital Eligibility Manager in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classifications in the Department of Public Health which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
1665	Director of Patient Accounts	1
2947	Hospital Eligibility Manager	3

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the sole employee in the 1665 Director of Patient Accounts classification and by a majority of the three employees in the 2947 Hospital Eligibility Manager classification.

Recommendation

Approve the proposed resolution.



Item 9 - File 12-92-19

1. The proposed resolution would urge the Senate Transportation Committee to pass legislation leasing land to the John Swett Elementary School for a playground.

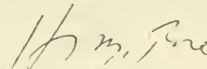
2. The John Swett Elementary School is located at 727 Golden Gate Avenue, adjacent to the recently demolished Central Freeway. The school's playground is located right next to the previously demolished freeway structure. Ms. Kay Nomura, Principle of John Swett Elementary School reports that the school is very interested in acquiring a portion of the vacated land which was previously under the now demolished Central Freeway, for purposes of expanding the School's existing playground area. Ms. Nomura advises that John Swett Elementary School has an enrollment of 345 students ages 5 to 11. The school's current playground area, which has a concrete surface, measures approximately 13,744 square feet (less than one-third of an acre).

3. Senate Bill 181 mandates that the State Department of Transportation (Caltrans), the owner of the land along the previous freeway route (Route 101), in consultation with the City, must identify reasonable and practical alternatives for the use of this land. Under SB 181, the selected alternative use must be approved by a resolution of the Board of Supervisors.

4. The Sponsor of this legislation reports that pending State legislation is to be introduced in the State Senate Transportation Committee which would provide the John Swett Elementary School with a long term lease for a portion of the vacated land next to the Freeway for an expanded playground area. The City would not incur any costs with regard to this pending legislation.

**Recommendation**

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

  
Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden

Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Adelle Foley  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



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MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

MAY 26 1992  
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TUESDAY, MAY 26, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 92-92-16. To consider the San Francisco Police Department Memorandum of Understanding. (Supervisors Hallinan, Alioto)

(Cont'd from 5/5/92)

ACTION:

2. File 93-92-16.2. [Memorandum of Understanding] Resolution ratifying Memoranda of Understanding with San Francisco Police Officers Association. (Supervisor Maher)

ACTION:

3. File 103-92-1. [Salary Standardization - Registered Nurses] Transmitting Civil Service Commission Report, Salary Standardization for Registered Nurses, certifying to the Board the highest prevailing salary schedule, at the maximum, for acute care nurses granted by collective bargaining agreement in the six Bay Area counties as of April 15, 1992, and such other information as is required by Charter Section 8.403. (Civil Service Commission)

ACTION:

4. File 92-91-14. Consideration of appointment of member to the Emergency Medical Care Committee, vice Dr. Joseph J. Calabro (U.S. Govt. Hospital), term expired, for the three-year term ending June 30, 1994. (Clerk of the Board)

Applicant: Dr. William J. Moriarty  
Veterans Administration Medical Center

ACTION:

5. File 92-92-20. Consideration of appointment of member, City-Wide Alcoholism Advisory Board, vice Thomas Mellon, Jr., resigned, for the unexpired portion of the term ending July 1, 1992. (Clerk of the Board)

Applicants: Kate Merriman  
Richard Scott Warren  
Joe Caruso

ACTION:

6. File 92-92-22. Consideration of appointment of member, City-Wide Alcoholism Advisory Board, vice Zwazzi Sowo, resigned, for the unexpired portion of term ending July 1, 1993. (Clerk of the Board)

Applicants: Alan R. Young  
Robert L. Nelson, Jr.  
Bruce Kennedy

ACTION:

7. File 92-92-2.1. Consideration of appointment of member to the Delinquency Prevention Commission, vice Ron Alberts (Supv. Britt), resigned, for the unexpired portion of term ending December 31, 1992. (Clerk of the Board)

Applicant: Eric Ciasullo (Supv. Britt)

ACTION:

8. File 97-92-24. [Transfer of Sick Leave and Vacation Benefits] Ordinance amending Administrative Code Section 16.9-29(b) relating to transfer of sick leave and vacation benefits to catastrophically ill employees, by providing that hours transferred to a catastrophically ill employee which remain unused at that employee's death shall revert to the employee who donated them for the limited purpose of donation to another catastrophically ill employee. (Supervisor Britt)

ACTION:

9. File 97-92-11. [Consolidating Duties - Recorder/County Clerk] Ordinance amending Administrative Code by adding Section 61.3-8 thereto, consolidating the duties of the Office of the Recorder with those of the County Clerk. (Recorder)

ACTION:

10. File 89-92-8. [State Disability Insurance] Resolution authorizing enrollment of Classifications A098 Financial Officer and 7140 Director, Parking and Traffic Operation in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

#### LITIGATION - CLOSED SESSION

11. File 45-92-20. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Lloyd Hollie against the City and County of San Francisco, the Regents of the University of California, et al., by payment of \$20,000. (City Attorney)

ACTION:

12. File 45-92-21. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Dorothy Morales against the City and County of San Francisco, re Regents of the University of California et al., by payment of \$24,000. (City Attorney) (Superior Court No. 923-159)

ACTION:

13. File 45-92-22. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of the Atchiscon, Topeka & Santa Fe Railway et al., v. State Board of Equalization et al., and other related pending litigation for \$503,186.42 plus, if paid after June 15, 1992, interest accrued from April 1, 1992, at the rate of 7 percent per annum. (City Attorney) (U.S. District Court, Case No. C82-6030 DLJ, Master Consolidated Number C 81 4365 DLJ)

ACTION:

14. File 45-92-23. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Deleuw-Greeley-Hyman, J.V. v. City and County of San Francisco et al., by payment of \$380,000. (City Attorney) (U.S. District Court, Case No. C91-0905 JPV)

ACTION:

15. File 48-92-10. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Bay Area Rentals by payment of \$5,350.29. (City Attorney)

ACTION:

16. File 48-92-9. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Mary Stratta by payment of \$29,555.20. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

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OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

May 22, 1992

**DOCUMENTS DEPT.**

**MAY 26 1992**

**SAN FRANCISCO  
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TO: Administration and Oversight Committee  
FROM: Budget Analyst  
SUBJECT: May 26, 1992 Administration and Oversight Committee Meeting

### Item 3 - File 103-92-1

Department: Civil Service Commission

Item: Communication transmitting Civil Service Commission Report No. 2097-92, Salary Standardization for Registered Nurses, certifying to the Board of Supervisors the highest prevailing maximum salary schedule for acute care nurses granted by collective bargaining agreement in the six Bay Area counties as of April 15, 1992 and such other information as is required by Charter Section 8.403.

A proposed Salary Standardization Ordinance for Registered Nurses has not been submitted.

Description: Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco, and Santa Clara. The salaries paid to Registered Nurses by San Francisco may not exceed this maximum salary level.

Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications.

The Memorandum of Understanding (MOU) which was in effect between the City and County of San Francisco and the City's Registered Nurses through April 1992 provided that the top step hourly salary rate in each fiscal year would be 1.02 percent less than the maximum hourly rate certified by the Civil Service Commission.

**Comments:**

1. The maximum hourly salary rate for Registered Nurses certified by the Civil Service Commission effective April 15, 1992 is \$27.84 per hour paid by Stanford University Hospital, which represents approximately a seven percent salary increase for the Stanford University Nurses.

The maximum hourly salary rate of \$27.84 paid by Stanford University Hospital, as certified by the Civil Service Commission, is \$2.09 or approximately 8.1 percent higher than the City's 1991-92 maximum hourly salary rate of \$25.75.

2. The letter of transmittal from Mr. Albert Walker of the Civil Service Commission, which accompanied the Civil Service Commission's certification of the highest prevailing wage, indicates that the proposed Salary Standardization Ordinance for Registered Nurses will be submitted by the Mayor's Employee Relations Division when contract negotiations are complete.

3. Mr. Cliff Gates of the Employee Relations Division (ERD) indicates that a final agreement was reached between the City and the Registered Nurses on May 19, 1992 which states the terms of employment for the next fiscal year. Mr. Gates indicates that the agreement calls for an increase of five percent per year over each of the next two fiscal years. Mr. Gates indicates that ERD is now preparing a proposed Salary Standardization Ordinance on the basis of that agreement.

Although the complete terms of the new MOU have not been made available, a five percent increase over the current hourly rate of \$25.75 for Registered Nurses would result in an hourly rate for fiscal year 1992-93 of \$27.04. Based on 2,080 hours worked per year, the annual salary cost at this rate would be \$56,243.

Information concerning the estimated total annual cost of the Registered Nurse classifications will be provided after the proposed Salary Standardization Ordinance has been reviewed. Mr. Gates indicates that the new MOU includes changes in certain benefits, such as a higher ceiling for tuition reimbursements for continuing education for nurses,

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

and changes in the treatment of some nursing classifications.

4. Since the proposed Salary Standardization Ordinance has not been submitted by the Employee Relations Division, no action can be taken to establish the salary schedule for Registered Nurses at this time.

5. Section 3.100-2 of the City Charter provides that the Board of Supervisors by motion may extend up to thirty days the date for final adoption of ordinances approving salary and benefits pursuant to Charter Section 8.403. Mr. Gates indicates that the City Attorney has been asked to draft such a motion for consideration by the Board of Supervisors.

**Recommendation:** In the absence of the proposed Salary Standardization Ordinance for Registered Nurses at this time, approve a motion to extend, by up to thirty days, the date for final adoption of the ordinance approving salary and benefits for Registered Nurses.



Item 8 - Files 97-92-24

**Item:** Ordinance amending Chapter 16, Article I of the San Francisco Administrative Code by amending Section 16.9-29(b) thereof, relating to transfer of sick leave and vacation benefits to catastrophically ill employees, by providing that hours transferred to a catastrophically ill employee which remain unused at that employee's death shall revert to the employee who donated them for the limited purpose of donation to another catastrophically ill employee.

**Description:** Proposition H, approved by the electorate at the November 7, 1989 election, authorizes City employees to transfer their unused accumulated sick leave to a catastrophically ill City employee. In order to be deemed catastrophically ill, an employee must meet all of the following conditions: (1) the employee has sustained a life-threatening illness or injury; (2) such illness or injury prevents the employee from returning to work for at least 30 days; and (3) the employee has already exhausted all his or her available sick and vacation time. Proposition H requires the Board of Supervisors to adopt an ordinance to establish rules necessary to administer, interpret, and regulate the provisions of such sick leave transfers.

Under the current rules to administer sick leave transfers, as adopted by the Board of Supervisors, sick and vacation leave transferred to catastrophically ill employees who die disappears. The proposed ordinance would amend the Administrative Code to provide that hours transferred to a catastrophically ill employee, which remain unused at the time of that employee's death, revert to the employee who donated them for the limited purpose of donation to another catastrophically ill employee.

**Comments:** 1. The proposed ordinance would not allow sick and vacation leave that reverts to the employee who donated them to be used by that employee for sick or vacation leave. Rather, sick and vacation leave would revert for the limited purpose of donation to another catastrophically ill employee, according to the proposed resolution.

2. Ms. Sandy Holmes of the Controller's Office advises that the proposed ordinance would cause additional administrative burden. The Controller recommends that instead, the Payroll Personnel Services Division should be directed to distribute unused hours at the time of a catastrophically ill employees' death in equal parts to employees in the Catastrophically Ill Program who have no

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

hours. If a donator only wanted hours to go to one specific individual, the donator could so specify on the original donation form, Ms. Holmes advises, and the Controller would honor that specification.

If the Board of Supervisors wishes to approve the program recommended by the Controller, the proposed ordinance should be amended to read: "by providing that hours transferred to a catastrophically ill employee which remain unused at that employee's death shall revert to the Payroll Personnel Service Division, and directing that the Payroll Personnel Service Division distribute such unused hours in equal parts to employees in the Catastrophically Ill Program who have no hours. If a donator specifies on the original donation form that he or she wants his or her hours transferred to one specific employee only, the Controller is directed to honor that specification."

3. Because employees who die are removed from the payroll system, the number of employees who have died with outstanding donated sick and vacation leave cannot be determined at this time, Ms. Holmes advises. However, as of April 1992, 40 catastrophically ill individuals were participating in the program. Approximately six had no transferred sick time accrued. The remaining 34 have an approximate average of 1,000 hours of transferred sick time accrued.

4. Under the currently proposed ordinance, hours that revert back to the donator upon the death of a catastrophically ill individual may not necessarily be retransferred to another catastrophically ill individual. In that case, those hours would remain available for transfer by the employee until that employee's termination, when the hours would be eliminated.

**Recommendations:** If the Board of Supervisors wishes to approve the program recommended by the Controller, whereby the Payroll Personnel Services Division rather than the donator would reallocate unused sick time, the proposed ordinance should be amended to read: "by providing that hours transferred to a catastrophically ill employee which remain unused at that employee's death shall revert to the Payroll Personnel Service Division and directing that the Payroll Personnel Service Division distribute such unused hours in equal parts to employees in the Catastrophically Ill Program who have no hours. If a donator specifies on the original donation form that he or she wants his or her hours transferred to one

Memo to the Administration and Oversight Committee  
May 26, 1992 Administration and Oversight Committee

specific employee only, the Controller is directed to honor that specification."

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 9 - File 97-92-11

1. The proposed Ordinance would amend the Administrative Code by adding Section 16.3-8 to consolidate the duties of the Office of the Recorder with those of the County Clerk.

2. Currently, the County Clerk is under the direction of the Superior Court. The County Clerk is appointed by and holds office at the pleasure of the judges of the Superior Court. The Superior Court's budget currently includes all of the County Clerks budget except for personnel costs. The County Clerk has 113 budgeted Civil Service staff positions. Five of the 113 positions in the County Clerk's budget and one position in the Superior Courts budget, for a total of six positions, perform statutory County Clerk functions that are not related to Court functions, such as registration of Notary Publics, Fictitious Business Names, Process Servers, Photocopiers and Naturalization Records, issuing marriage licenses, employee oaths of office and miscellaneous non-court filings and posting legal notices at the courthouse door. The other 108 positions in the County Clerk's budget (113 positions less the five positions performing County Clerk functions) perform services directly related to the Court.

3. Under a pending Charter Amendment, for the June 2, 1992 election, the six Civil Service positions that perform statutory County Clerk functions, would be transferred to the Office of the Recorder effective beginning in fiscal year 1992-93 (July 1, 1992 to June 30, 1993). Some of the non-court functions being performed by these six positions are already supervised by the Recorder and under the pending Charter Amendment the six positions would be physically moved into the Recorder's offices in City Hall. The six positions which would be transferred from the County Clerk's budget and the Superior Court budget are as follows:

<u>County Clerk Budget</u>	<u>Number of Positions</u>	<u>1991-92 Annual Salary Budget</u>
8106 Legal Process Clerk	3	\$86,447
8108 Senior Legal Process Clerk	1	31,527
8113 Court Clerk	1	45,829
<u>Superior Court Budget</u>		
0681 Judicial Clerk Senior	1	<u>33,382</u>
Total	6	\$197,185

4. In accordance with the above noted pending Charter Amendment and pursuant to California Government Code Section 24300, the proposed ordinance would amend the Administrative Code by adding a new Section 16.3-8, which would provide for the duties of the Office of the Recorder and the duties of the County Clerk to be consolidated into one office entitled the County Clerk/Recorder. The proposed ordinance would take effect only upon the passage of the pending Charter Amendment.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

### Comments

1. The six positions from the County Clerk's and Superior Court's budgets would be transferred to the Recorder with no change in the classification of the individual positions. As such, the transfer of these positions to the Recorder would not result in any additional cost to the City.

2. Mr. Bruce Jamison, the County Recorder, advises that the six positions that would be transferred can be accommodated in existing space in the Recorder's Office and that no new space would be required.

3. Mr. Jamison reports that at the instruction of the Controller's Office, the transfer of the six positions is not reflected in the 1992-93 budget requests for the County Clerk, the Superior Court and the Recorder. The Controller advised that specific budget revisions connected with the transfer of these positions should not transpire until after the passage of the pending Charter Amendment.

### Recommendation

Approve the proposed ordinance.

Item 10 - Files 89-92-8

1. The proposed resolution would authorize enrollment of classifications A098 Financial Officer and 7140 Director, Parking and Traffic Operations in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

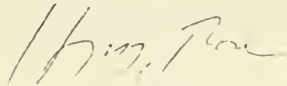
3. The following classifications in the Department of Parking and Traffic which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
A098	Financial Officer	1
7140	Director, Parking & Traffic Operations	1

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the sole employee in the A098 Financial Officer Director classification, and by the sole employee in the 7140 Director, Parking & Traffic Operations classification.

Recommendation

Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan	Supervisor Kennedy
Supervisor Maher	Supervisor Migden
Supervisor Britt	Clerk of the Board
President Shelley	Chief Administrative Officer
Supervisor Achtenberg	Controller
Supervisor Alioto	Kent Sims
Supervisor Conroy	Jean Mariani
Supervisor Gonzalez	Barbara Kolesar
Supervisor Hsieh	Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



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1/9/92

CALENDAR

SF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JUNE 9, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 93-92-16. To consider the San Francisco Police Department Memorandum of Understanding. (Supervisors Hallinan, Alioto)

(Cont'd from 5/26/92)

ACTION:

2. File 93-92-16.2. [Memorandum of Understanding] Resolution ratifying Memoranda of Understanding with San Francisco Police Officers Association. (Supervisor Maher)

(Cont'd from 5/26/92)

ACTION:

3. File 103-92-1. [Salary Standardization - Registered Nurses] Transmitting Civil Service Commission Report, Salary Standardization for Registered Nurses, certifying to the Board the highest prevailing salary schedule, at the maximum, for acute care nurses granted by collective bargaining agreement in the six Bay Area counties as of April 15, 1992, and such other information as is required by Charter Section 8.403. (Civil Service Commission)

(Cont'd from 5/26/92)

ACTION:

4. File 93-92-19. [MOU - Staff and Per Diem Nurses] Resolution ratifying Memorandum of Understanding with SEIU Local 790 (Staff Nurse and Per Diem Nurse). (Supervisor Hallinan)

ACTION:

5. File 97-92-24. [Transfer of Sick Leave and Vacation Benefits] Ordinance amending Administrative Code Section 16.9-29(b) relating to transfer of sick leave and vacation benefits to catastrophically ill employees, by providing that hours transferred to a catastrophically ill employee which remain unused at that employee's death shall revert to the employee who donated them for the limited purpose of donation to another catastrophically ill employee. (Supervisor Britt)

(Cont'd from 5/26/92)

ACTION:

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6. File 92-92-20.1. Consideration of appointment of member to the City-Wide Alcoholism Advisory Board, vice Frank Spinelli, term expiring July 1, 1992, for three-year term ending July 1, 1995. (Clerk of the Board)

Applicant: Frank Spinelli

ACTION:

7. File 92-92-24. Consideration of appointment of member to the Adult Day Health Care Planning Council, vice George Goodstein, M.D., term expired, for the three-year term ending September 30, 1994. (Clerk of the Board)

Applicant: Dr. George Goodstein

ACTION:

8. File 92-92-18. Consideration of appointment of member to the Bicycle Advisory Committee, vice David C. Macpherson, resigned, for the unexpired portion of term ending December 31, 1992. (Clerk of the Board)

Applicant: Lucinda L. Means

ACTION:

9. File 92-92-19. Consideration of appointment of member to the Bicycle Advisory Committee, vice Albert S. Glenn, resigned, for the unexpired portion of term ending December 31, 1992. (Clerk of the Board)

Applicants: Pat McElroy  
Michael Hillson

ACTION:

10. File 92-92-17. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Jesse J. Ivy, resigned, for the unexpired portion of term ending October 1, 1993. (Clerk of the Board)

Applicant: Officer Lois Perillo

ACTION:

11. File 92-91-46. Consideration of appointment of member to the Mental Health Advisory Board vice Roy A. Neuner (mental health professional: psychologist, social worker [psychiatric], psychiatric technician), resigned, for the unexpired portion of the three-year term ending January 31, 1992. (Clerk of the Board)

Applicants: Joan Cartwright, Ph.D. (Psychologist)  
David K. Chun, DMH (Psychologist)  
Stanely Mayerson, Ph.D. (Psychologist/Marriage &  
Family Counselor)  
Jeffrey Sonstein, (Psychiatric Social Worker)  
Lisa Rosene, (Social Worker)

ACTION:

12. File 92-91-48. Consideration of appointment of member to the Mental Health Advisory Board, James W. Hawkins, M.D. (Physician/Psychiatrist), resigned, for term expiring January 31, 1993. (Clerk of the Board)

Applicant: George D. Meyer, M.D. (Physician/Psychiatrist)

ACTION:

13. File 92-92-6. Consideration of appointment of member to the Mental Health Advisory Board, vice Byron K. Ho (public interest) resigned, for the unexpired portion of term ending January 31, 1993. (Clerk of the Board)

Applicants: Nancy Messersmith (family member/public int)  
Vivian Imperiale (family member/public int)  
Sheryl Abbeduto (family member/public int)  
Marvis J. Phillips (public interest)

ACTION:

14. File 92-92-21. Consideration of appointment of eighteen (18) members to the Senior Services Task Force. (Clerk of the Board)

Applicants: Marjorie H. Stern (Supv. Britt)  
Sandy Mori (Supv. Shelley)  
Anni Chung (Supv. Migden)  
Adele K. Corvin (Supv. Achtenberg)

ACTION:

15. File 12-92-24. [Transportation Authority – AB434 Funds] Resolution designating the San Francisco County Transportation Authority as the overall program manager for the receipt of fee revenues generated under AB 434 (Sher) and allocated to the City and County of San Francisco. (Supervisors Britt, Achtenberg)

ACTION:

16. File 13-92-8. [Personal Assistant Services] Resolution supporting the redirection of 25% of federal, state and county funds for nursing homes and institutionalization to self-directed community-based personal assistant services. (Supervisor Kennedy)

ACTION:

17. File 93-92-18. [Memorandum of Understanding] Resolution ratifying Memorandum of Understanding with the San Francisco Building Inspectors Association. (Employee Relations Division)

ACTION:

18. File 112-92-1. [Official Newspapers] Resolution designating certain newspapers to be the official newspapers of the City and County of San Francisco, commencing July 1, 1992, for specified categories of official advertising. (Purchasing Department)

ACTION:

CLOSED SESSION - LITIGATION

19. File 45-92-24. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of David Chan, et al., v. City and County of San Francisco, et al., by payment of \$10,640. (City Attorney) (Municipal Court No. 056-969)

ACTION:

20. File 45-92-25. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of James Pan against the City and County of San Francisco by payment of \$16,829.40. (City Attorney) (U.S. District Court No. C90-0601 VRW)

ACTION:

21. File 45-92-26. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Michael B. Davis against the City and County of San Francisco by payment of \$17,500. (City Attorney) (U.S. District Court No. C90-2299DLJ)

ACTION:

22. File 46-92-5. [Settlement of Litigation] Ordinance authorizing settlement of litigation of City and County of San Francisco against Robert C. Pritikin for \$100,000, \$95,120 to be paid to the General Fund and building permit penalties of \$4,880 to be paid directly to the Bureau of Building Inspection. (City Attorney) (Superior Court No. 937-333)

ACTION:

23. File 46-92-7. [Settlement of Lawsuit] Ordinance authorizing settlement of Harold Wilson Bell v. Avis Rent A Car, et al., upon receipt of the sum of \$7,500 and dismissal of complaint. (City Attorney) (Superior Court No. 906593)

ACTION:

24. File 46-92-8. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. Dionicio Guzman, et al., upon receipt of the sum of \$12,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 063-346)

ACTION:

CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 5, 1992

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**TO:** Administration and Oversight Committee

**FROM:** Budget Analyst *Recommendations*

**SUBJECT:** June 9, 1992 Administration and Oversight Committee Meeting

Item 3 - File 103-92-1

**Note:** This item was continued from the May 26, 1992 Administration and Oversight Committee meeting.

**Department:** Civil Service Commission

**Item:** Communication transmitting Civil Service Commission Report No. 2097-92, Salary Standardization for Registered Nurses, certifying to the Board of Supervisors the highest prevailing maximum salary schedule for acute care nurses granted by collective bargaining agreement in the six Bay Area counties as of April 15, 1992 and such other information as is required by Charter Section 8.403.

As of the writing of this report, a proposed Salary Standardization Ordinance for Registered Nurses has not been made available to the Budget Analyst.

**Description:** Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco, and Santa Clara. The salaries paid to Registered Nurses by San Francisco may not exceed this maximum salary level.

Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications.

Section 3.100-2 of the City Charter provides that the Board of Supervisors by motion may extend up to thirty days the date for final adoption of ordinances approving salary and benefits pursuant to Charter Section 8.403. Such a motion was adopted by the Board of Supervisors at its meeting of June 1, 1992.

**Comments:**

1. The maximum hourly salary rate for Registered Nurses certified by the Civil Service Commission effective April 15, 1992 is \$27.84 per hour paid by Stanford University Hospital, which represents approximately a seven percent salary increase for the Stanford University Nurses.

The maximum hourly salary rate of \$27.84 paid by Stanford University Hospital, as certified by the Civil Service Commission, is \$2.09 or approximately 8.1 percent higher than the City's 1991-92 maximum hourly salary rate of \$25.75.

2. Mr. Cliff Gates of the Employee Relations Division (ERD) indicates that a final agreement was reached between the City and the Registered Nurses on May 19, 1992 which states the terms of employment for the next fiscal year. Mr. Gates indicates that the agreement calls for an increase of five percent per year over each of the next two fiscal years.

Although the complete terms of the new MOU have not been made available, a five percent increase over the current hourly rate of \$25.75 for Registered Nurses would result in an hourly rate for fiscal year 1992-93 of \$27.04. Based on 2,080 hours worked per year, the annual salary cost at this rate would be \$56,243.

2. Mr. Gates indicates that the new MOU includes changes in certain benefits, such as a higher ceiling for tuition reimbursements for continuing education for nurses, and changes in the treatment of some nursing classifications. However, as of the writing of this report, the text of the MOU was not available for review by the Budget Analyst.

3. Mr. Pat Finney of the Civil Service Commission (CSC) indicates that the Civil Service Commission in prior years has estimated the new wage rates which would apply in the

Memo to Administration and Oversight Committee  
June 9, 1992 Administration and Oversight Committee Meeting

next fiscal year for all steps within each nursing classification, and provided this information to ERD for inclusion in the proposed Salary Standardization Ordinance. As of the writing of this report, Mr. Finney indicated that the CSC had not completed its estimates of the new wage rates for Registered Nurses and approximately 15 related classes. Therefore, accurate estimates of the total cost of the new salary rates cannot yet be obtained.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 5 - Files 97-92-24

**Note:** This item was continued from the May 26, 1992 Administration and Oversight Committee meeting.

**Item:** Ordinance amending Chapter 16, Article I of the San Francisco Administrative Code by amending Section 16.9-29(b) thereof, relating to transfer of sick leave and vacation benefits to catastrophically ill employees, by providing that hours transferred to a catastrophically ill employee which remain unused at that employee's death shall revert to the employee who donated them for the limited purpose of donation to another catastrophically ill employee.

**Description:** Proposition H, approved by the electorate at the November 7, 1989 election, authorizes City employees to transfer their unused accumulated sick leave to a catastrophically ill City employee. In order to be deemed catastrophically ill, an employee must meet all of the following conditions: (1) the employee has sustained a life-threatening illness or injury; (2) such illness or injury prevents the employee from returning to work for at least 30 days; and (3) the employee has already exhausted all his or her available sick and vacation time. Proposition H requires the Board of Supervisors to adopt an ordinance to establish rules necessary to administer, interpret, and regulate the provisions of such sick leave transfers.

Under the current rules to administer sick leave transfers, as adopted by the Board of Supervisors, sick and vacation leave transferred to catastrophically ill employees who die disappears. The proposed ordinance would amend the Administrative Code to provide that hours transferred to a catastrophically ill employee, which remain unused at the time of that employee's death, revert to the employee who donated them for the limited purpose of donation to another catastrophically ill employee.

**Comments:**

1. The proposed ordinance would not allow sick and vacation leave that reverts to the employee who donated them to be used by that employee for sick or vacation leave. Rather, sick and vacation leave would revert for the limited purpose of donation to another catastrophically ill employee, according to the proposed resolution.
2. Ms. Sandy Holmes of the Controller's Office advises that the proposed ordinance would cause additional administrative burden. The Controller recommends that instead, the Payroll Personnel Services Division should be

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

directed to distribute unused hours at the time of a catastrophically ill employees' death to other employees in the Catastrophically Ill Program. Hours would be equally distributed by the Controller among those with the least number of transferred hours. If a donator only wanted hours to go to one specific individual, the donator could so specify on the original donation form, Ms. Holmes advises, and the Controller would honor that specification.

3. According to Proposition H, a pool of transferred hours may not be created for distribution to catastrophically ill employees. If the Controller's proposed distribution plan consists of the creation of a pool of transferred hours, such a distribution plan could not be implemented under Proposition H. As of the writing of this report, the City Attorney was not able to determine whether the Controller's proposed alternative distribution plan would comply with Proposition H.

4. Because employees who die are removed from the payroll system, the number of employees who have died with outstanding donated sick and vacation leave cannot be determined at this time, Ms. Holmes advises. However, as of April 1992, 40 catastrophically ill individuals were participating in the program. Approximately six had no transferred sick time accrued. The remaining 34 have an approximate average of 1,000 hours of transferred sick time accrued.

5. Under the currently proposed ordinance, hours that revert back to the donator upon the death of a catastrophically ill individual may not necessarily be retransferred to another catastrophically ill individual. In that case, those hours would remain available for transfer by the employee until that employee's termination, when the hours would be eliminated.

**Recommendations:** The Board of Supervisors may wish to consider an alternative distribution program whereby the hours of catastrophically ill employees who die are distributed by the Controller. The Controller should be requested to provide the Board of Supervisors with a specific proposal outlining the administration of such a program.

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 15 - File 12-92-24

**Department:** Transportation Authority

**Item:** Resolution designating the San Francisco County Transportation Authority as the overall Program Manager for the receipt of fee revenues generated under AB 434 and allocations of such revenues to the City and County of San Francisco.

**Amount:** Forty percent of funds collected through vehicle license fees imposed by the Bay Area Air Quality Management District (estimated at \$200,000 annually -- see Comments No. 1 and 2).

**Source of Funds:** Bay Area Air Quality Management District

**Description:** Pursuant to Assembly Bill (AB) 434, adopted by the California Legislature in 1991, the Bay Area Air Quality Management District (BAAQMD) is authorized to impose vehicle registration fees to be used to implement certain transportation control projects and programs. The legislation directs the BAAQMD to allocate 40 percent of the revenues collected to nine Bay Area Counties, based on the proportion of each County's vehicular registrations in the total.

The State legislation also requires that a Program Manager be designated as the recipient of these funds by resolution of the Board of Supervisors of each County (and by the City Councils of those cities containing a majority of the population of each County), and further requires that such resolutions specify the terms and conditions for expenditure of these funds.

The proposed resolution would 1) designate the San Francisco County Transportation Authority as the sole overall Program Manager for receipt of funds under AB 434; 2) direct the County Transportation Authority to prepare any necessary applications for funding, to manage the use of the funds after deducting no more than 5 percent for administrative costs, and to allocate the funds to various City Departments based on the ability of proposed projects to benefit air quality; and, 3) specify that the terms and conditions for expenditure of AB 434 funds would be as designated by the County Transportation Authority.

Programs eligible for funding under AB 434 are:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

- Implementation and enforcement of local ridesharing ordinances;
- Purchase or lease of clean fuel buses for school districts and transit operators;
- Provision of local feeder bus or shuttle service to rail or ferry stations;
- Implementation and management of local arterial traffic management;
- Implementation of rail-bus integration and regional transit information systems;
- Implementation of demonstration projects in tele-commuting, congestion pricing, and alternative fuels; and,
- Implementation of a "smoking vehicles" program to reduce emissions from older or malfunctioning vehicles.

**Comments:**

1. Ms. Brigid Hynes-Cherin, Director of the San Francisco County Transportation Authority, reports that the Bay Area Air Quality Management District has imposed an additional vehicle registration fee of \$2.00 per vehicle, pursuant to AB 434. Of the proceeds from this fee, 60 percent (or \$1.20 per vehicle) will be retained by the Air Quality Management District for its air pollution abatement programs. The remaining 40 percent (or \$.80 per vehicle) will be distributed among the nine Bay Area Counties in proportion to each County's share of vehicle registrations.

Ms. Hynes-Cherin states that she has been advised by the BAAQMD that San Francisco is expected to receive approximately \$200,000 pursuant to AB 434 in the first year of the program.

2. Ms. Hynes-Cherin states that the BAAQMD has the authority to raise the vehicle registration fee by an additional \$2.00 per vehicle after October 1, 1992. Should the BAAQMD do so, payments to San Francisco could increase to as much as \$400,000 per year.

3. Ms. Hynes-Cherin states that the BAAQMD is currently developing procedures for this program and has not yet issued guidelines to the Counties regarding applications for funding. However, she indicates that the guidelines are expected within about one month, and that after they are

issued, the BAAQMD may expect to receive applications for funding very shortly thereafter. Ms. Hynes-Cherin states that it is therefore important to designate the Program Manager and evaluate proposed projects as expeditiously as possible.

4. Ms. Hynes-Cherin states that the County Transportation Authority has not yet prepared a list of projects to be funded because the agency does not yet have the authority to act as Program Manager for AB 434 funds. If such authority is granted by the Board of Supervisors, the agency will prepare such a list of projects, evaluate their cost effectiveness, and prepare an application for funds. The application would be submitted to the Board of Supervisors, as the County Transportation Authority, for approval prior to submission to the BAAQMD, according to Ms. Hynes-Cherin.

5. Ms. Hynes-Cherin states that provided that the projects proposed by the designated Program Manager conform to the eligibility requirements of AB 434, the BAAQMD will issue funds to the County's AB 434 Program Manager, and will not separately evaluate the desirability of the proposed projects.

6. Among the projects which could be funded and which the County Transportation Authority has discussed with City agencies are a variety of congestion management activities which would improve traffic flow, reduce vehicle emissions, and improve air quality, according to Ms. Hynes-Cherin. These include proposals for trip reduction programs through the Department of City Planning, increased vehicle monitoring activities through the Department of Parking and Traffic, and preferential traffic signal programs for the Municipal Railway.

Ms. Hynes-Cherin states that any funded programs would be implemented through City departments and not by the County Transportation Authority.

7. The proposed resolution authorizes the County Transportation Authority to "prepare any necessary applications" for these funds and to "allocate funds," estimated to be \$200,000 in the first year, to various City departments. Ms. Hynes-Cherin indicates that the County Transportation Authority is exempt from the requirement imposed on City departments that any proposed ordinance having a fiscal impact be reviewed by the Finance Committee of the Board of Supervisors. She also indicates that City departments would have to receive authorization from the

Board of Supervisors to apply for, accept, and expend these funds, in accordance with existing provisions of law.

8. The title of the proposed resolution omits reference to two provisions of the proposed resolution. Therefore, the title should be amended to reflect, 1) that the proposed resolution will authorize the County Transportation Agency to prepare applications for and manage the use of AB 434 funds, and 2) that the proposed resolution would establish terms and conditions for the expenditure of AB 434 funds.

**Recommendations:** 1. Amend the title of the proposed resolution at page 1, line 5 by inserting, between "San Francisco" and the end of the sentence, a semi-colon and the words, "directing the San Francisco County Transportation Authority to prepare any necessary applications for and manage the use of those funds; establishing terms and conditions for the expenditure of funds".

2. Approve the proposed resolution, as amended.

Item 16 - File 13-92-8

1. The proposed resolution would support the redirection of 25 percent of Federal, State and County funds for nursing homes and institutionalization to self-directed community-based personal assistant services.

2. According to Mr. David Ishida of the Commission on Aging, the Federal and State funding which is currently provided to nursing home clients is through reimbursements received through Medicare and MediCal. Mr. Ishida reports that the greatest amount of County funds are provided to Laguna Honda Hospital (LHH), which provides skilled nursing care which includes hospice, respite and rehabilitation to seniors and AIDS care to non-seniors and seniors. LHH is projecting that for fiscal year 1992-93, their total revenues will be approximately \$101.4 million, and approximately \$9.2 million (approximately 9.1 percent of total projected revenues) would be General Fund monies. This General Fund contribution for LHH represents approximately a 31 percent decrease in the General Fund contribution for FY 1991-92 of \$13.4 million. The proposed resolution would support the redirection of 25 percent of these Federal, State and County funds to self-directed community-based personal assistant services.

3. According to Ms. Meg Doherty of the Long-Term Care Local Ombudsman program, a private non-profit organization for seniors, approximately 65 percent of seniors currently residing in nursing homes in San Francisco are covered under Medicare. In addition, Ms. Doherty reports that for those patients eligible for Medicare, 50 percent is paid through Medicare and 50 percent is paid through State MediCal funds. Ms. Doherty also reports, however, that the total amount of Federal and State funds which are provided to nursing homes would be based upon the number of patients eligible for Medicare and MediCal, and also the number of nursing homes and institutions located in San Francisco. However, the amount of Federal and State funds which are currently provided to nursing homes cannot be specified. Of the total estimated \$101.4 million in revenues projected for LHH for fiscal year 1992-93, approximately \$84.1 million would be Federal and State funds.

4. Ms. Doherty reports that existing programs which provide personal assistance services rather than institutionalization are through the Adult Day Health Services, of which there are 11 sites in San Francisco, and also through the Department of Social Services (DSS) In Home Support Services Program (IHSS). According to the DSS, for fiscal year 1991-92, the IHSS Program received approximately \$32.7 million, consisting of \$21.3 million in Federal and State funds, and \$11.4 million in County funds (i.e., General Fund monies). According to the DSS, the County share represents a required 35 percent match of Federal and State funds under the IHSS program. Although the proposed resolution does not specify what programs would be considered as self-directed community-based personal assistant services, assuming that the IHSS would be one of these programs, the proposed resolution would support the redirection of 25 percent of these Federal, State and County funds which are currently provided to nursing homes to the IHSS program.

5. Based upon 1990 census information provided through the Long-Term Care Local Ombudsman program, there are approximately 137,748 seniors in San Francisco. According to Ms. Doherty, those seniors which are living alone, and at risk for Institutionalization are 35,542, or approximately 26 percent of the seniors in San Francisco.

6. As noted in "A Study of California's Publicly Funded Long-Term Care Programs," completed by the California Health and Welfare Agency, the Department of Health estimates that the growth of nursing home beds has not kept pace with increases in the aged population. In addition, the report noted that the number of nursing home beds per aged in California shows a similar decline from 49 per 1,000 in 1978 to 42 per 1,000 in 1986. The report also notes that in 1986, California ranked 41st nationally in the ratio of beds per aged. The proposed resolution would support the redirection of 25 percent of Federal, State and County funds currently provided to nursing homes to self-directed community-based personal assistant services.

7. The Finance Committee is currently considering a resolution (File 170-92-6) which would determine and declare the public interest and necessity to issue \$548.4 million in General Obligation bonds for the construction and reconstruction of long-term care facilities, including replacement of Laguna Honda Hospital facilities and improvements to existing Laguna Honda Hospital structures. This proposed bond measure would expand the existing Laguna Honda Hospital, which will result in the need for additional Federal, State and County funds to be used to operate this facility.

### **Recommendation**

Approval of the proposed resolution, which would support the redirection of 25 percent of Federal, State and County funds for nursing homes and institutionalization to self-directed community-based personal assistant services, is a policy matter for the Board of Supervisors.

Item 18 - File 112-91-1

Resolution designating certain newspapers to be the official newspapers of the City and County of San Francisco, commencing July 1, 1992, for specified categories of official advertising.

Pursuant to Section 2.81 of the Administrative Code, the proposed resolution would (1) designate the San Francisco Examiner as the official newspaper for official advertising which must be published on two or more consecutive days or which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and (2) designate the San Francisco Independent as the official newspaper for official advertising which is required by law to be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing or special committees, and all official advertising which is required by law to be published more than one time but not more than three times a week for a specified number of weeks.

Comments

1. The Purchasing Department currently contracts with the San Francisco Examiner and the San Francisco Independent for the provision of official advertising services. These contracts are due to expire on June 30, 1992. The Purchasing Department reports that an Invitation for Bids was issued in March of 1992. In response to the Invitation for Bids, the Department received a total of 2 bids for Bid Item I and three bids for Bid Item II. Bidders were required to submit typeset samples. The low bidder was determined by the lowest cost for the required typeset samples. The San Francisco Examiner and the San Francisco Independent were selected by the Department as the two lowest bidders. A comparison of the bid proposals is as follows:

Bid Item I  
Publication of Ads for Consecutive Days

<u>Newspaper</u>	<u>Cost of Typeset Samples</u>
San Francisco Examiner	\$556.32
San Francisco Chronicle	\$649.04

**Bid Item II**  
**Publication of Ads for Single or Non-Consecutive Days**

<b><u>Newspaper</u></b>	<b><u>Cost of Typeset Samples</u></b>
San Francisco Independent	\$585.15 -58.52 (Less 10% \$526.63 MBE Preference)
San Francisco Examiner	\$556.32
San Francisco Chronicle	\$649.04

2. As noted above, the San Francisco Independent is a certified MBE.

3. The Purchasing Department reports that under the proposed contract with the San Francisco Examiner, the City would be charged at a rate of (1) 2.28 per line Monday through Saturday, an increase of 3.6 percent from the current rate of \$2.20 and (2) \$3.71 per line for Sunday, an increase of 3.6 percent from the current rate of \$3.58. Under the proposed contract with the San Francisco Independent, the City would be charged at the rate of \$2.35 per line for Tuesdays, Fridays and Sundays, a decrease of approximately 11.8 percent from the current rate of \$2.65.

4. According to Ms. Jeannie Louie of the Purchasing Department, both newspapers have switched to a font with a smaller leading (spacing between letters), thus requiring less lines per advertisement. So while the cost per line will increase, under the agreement with the San Francisco Examiner, the cost of an individual advertisement should be less under the proposed contract than under the current contract.

5. The FY 1991-92 budget and the proposed 1992-93 budget include the following amounts for the City's consecutive and non-consecutive categories of official advertising:

	<b><u>1991-92</u></b>	<b><u>Proposed 1992-93</u></b>
Board of Supervisors	\$230,000	240,000
Purchaser	13,500	13,500
Department of Public Works	113,000	85,000
City Planning	50,750	45,750
Port	117,256	108,000
Public Utility Commission	20,612	17,434
Airport	2,500	2,500
Total	\$547,618*	\$512,184

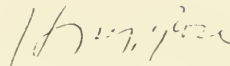
\*Estimates based on latest actual expenditures in 1991-92.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
June 9, 1992 Administration and Oversight Committee Meeting

**Recommendation**

Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey



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CALENDAR

SPECIAL MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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JUN 12 1992

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MONDAY, JUNE 15, 1992 - 9:30 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 93-92-16. To consider the San Francisco Police Department Memorandum of Understanding. (Supervisors Hallinan, Alioto)

(Cont'd from 6/9/92)

ACTION:

2. File 93-92-16.2. [Memorandum of Understanding] Resolution ratifying Memoranda of Understanding with San Francisco Police Officers Association. (Supervisor Maher)

(Cont'd from 6/9/92)

ACTION:

3. File 103-92-1. [Salary Standardization - Registered Nurses] Transmitting Civil Service Commission Report, Salary Standardization for Registered Nurses, certifying to the Board the highest prevailing salary schedule, at the maximum, for acute care nurses granted by collective bargaining agreement in the six Bay Area counties as of April 15, 1992, and such other information as is required by Charter Section 8.403. (Civil Service Commission)

(Cont'd from 6/9/92)

ACTION:

4. File 93-92-19. [MOU - Staff and Per Diem Nurses] Resolution ratifying Memorandum of Understanding with SEIU Local 790 (Staff Nurse and Per Diem Nurse). (Supervisor Hallinan)

(Cont'd from 6/9/92)

ACTION:

5. File 93-92-20. [MOU - Firefighters] Resolution ratifying Memorandum of Understanding with San Francisco Fire Fighters Union Local 798, IAFF, AFL-CIO. (Supervisor Shelley)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

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JUN 16 1992

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June 12, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** June 15, 1992 Special Administration and Oversight Committee Meeting

Items 1 and 2 - Files 93-92-16 and 93-92-16.2

**Note:** These items were continued from the June 9, 1992 meeting of the Administration and Oversight Committee meeting.

**Items:** To consider the San Francisco Police Department Memorandum of Understanding (File 93-92-16).

Resolution ratifying Memoranda of Understanding with the San Francisco Police Officers Association (File 93-92-16.2).

**Description:** The Budget Analyst has been asked to review the fiscal impact of two proposed Memoranda of Understanding (MOU) between the City and County of San Francisco and the Police Officers Association (POA).

One proposed MOU has been submitted which would reflect the agreement between the City and the ranks of Police Officer, Police Woman, Assistant Inspector, Inspector, and Sergeant. Another proposed MOU has been submitted which would reflect the agreement between the City and the ranks of Lieutenant, Captain, Police Commission Secretary, Commander, and Deputy Chief.

Both MOUs would take effect retroactively to July 1, 1991, and would remain in effect through June 30, 1995.

With respect to fiscal impacts associated with wage increases, benefits, and other terms of employment, the two Memoranda are substantially the same.

The terms of the MOUs which relate to salary and benefits and therefore have fiscal impact include the following:

- Five percent annual wage and salary increases, beginning July 1, 1992 and each year thereafter through June 30, 1995;
- A night-shift differential of 6.25 percent of the applicable base rate (a continuation of existing premium pay);
- Dental insurance, commencing July 1, 1992, according to the terms established for certain other City employees pursuant to Proposition B, approved by the electorate in November, 1991;
- Payment of health insurance premiums at the rate of \$162/month in 1992-93, \$178.20/month in 1993-94, and \$197/month in 1994-95;
- Payment of health insurance premiums for employees' dependants, at the rate of up to \$75/month in 1992-93, \$150/month in 1993-94, and \$225/month in 1994-95, with the amount of the contribution determined by the number of dependents and the associated costs of dependent coverage;
- Bi-lingual pay to employees certified by the Civil Service Commission as having proficiency in the Spanish or Chinese languages, and to others to the extent that their language skills are utilized in their position;
- Premium pay for employees engaged in bomb squad, canine, or field training duties;
- Educational incentive premiums to employees who have obtained either the intermediate or advanced POST training certificates, which are certificates which the State requires peace officers to obtain within a stipulated number of years;

- 14 paid holidays per year, regardless of whether an employee's days off occur on scheduled holidays, and compensation to employees who work on scheduled holidays at the rate of 150 percent of the base rate (a current premium), or compensatory time off, at the employee's option;
- Compensation at 150 percent of the base rate for officers working overtime to provide sufficient staffing for special community events;
- Payment by the City of stipulated portions of the employees' contributions to the Retirement System, which would increase annually until, commencing June 30, 1995, the City's payments would comprise 100 percent of the employees' contributions. Employee contributions are presently either 7 percent or 7.5 percent of the base rate, depending on an employee's membership in Tier I or Tier II.
- Maternity leave and training and tuition reimbursements, similar to those provided to other City employees, are also included. The agreement also governs motorcycle premium pay, off duty Court appearances, and uniform allowances which have historically been incorporated in the Department's budget for uniformed personnel.

Other terms of the proposed MOUs, which do not directly affect the fiscal impact of the proposed agreements, include the following:

- Work stoppages are precluded under the agreement;
- Current practices and conditions regarding work schedules would remain in effect for the term of the proposed Memoranda;
- Establishment of a Joint Labor/Management Physical Fitness Committee to develop a physical fitness program for the Department, including a provision for "appropriate compensatory time [off] incentives for those meeting the program criteria." The fiscal impact of this provision cannot be determined until such a program is developed;

- Establishment of a Joint Labor/Management Health and Safety Committee to review Department practices relating to vehicle maintenance, repair, and replacement and occupational health and safety requirements, and to recommend programs to enhance the Department's practices in these areas.

**Comments:**

1. The Budget Analyst estimates that the provisions of the proposed MOUs which have significant fiscal impacts, as outlined above, will require the expenditure by the City of a minimum of approximately \$332.6 million between July 1, 1992 and June 30, 1995. Of these total costs, the City would expend approximately \$75.7 million over the same period, or approximately 22.8 percent of the total, for new benefits which would be paid to POA members for the first time. The estimate includes the increase of the City's share of employees' retirement contributions to 100 percent on June 30, 1995 for the following fiscal year, in the amount of \$7,342,433.

This cost estimate is derived using the 1,817 positions which the Police Department reports are now filled in the affected classes, rather than the 1,971 positions included in the Department's proposed budget for 1992-93. It also incorporates estimates provided by the Controller's Office of the number of employees who would obtain dependent health care benefits and who would be classified in one of two tier classifications for purposes of calculating retirement benefits.

The MOU provisions which have been examined and the estimated costs are presented on the next page. Costs which represent new benefits to members of the Police Officers Association are denoted in bold text.

Memo to Administration and Oversight Committee  
June 15, 1992 Special Administration and Oversight Committee Meeting

Estimated Total Costs Under Memoranda of Understanding

<u>Expenditure</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>Total</u>
Salaries	\$88,103,306	\$92,508,471	\$97,133,895	\$277,745,672
Night shift	1,790,250	1,879,763	1,973,751	5,643,763
Holiday Pay	2,108,668	2,214,101	2,324,806	6,647,746
Special Events	1,365,000	1,433,250	1,504,913	4,303,163
Employee Health	3,532,248	3,889,750	4,300,116	11,726,002
Dependent Health	1,440,000	2,880,000	4,320,000	8,640,000
Dental Benefits	1,417,260	1,417,260	1,417,260	4,251,780
Retirement	<u>1,142,885</u>	<u>3,019,954</u>	<u>5,081,873</u>	<u>9,244,712</u>
Subtotals	\$101,023,625	\$109,362,669	\$118,176,733	\$328,563,028
Premium Pay:				
Bomb Squad	20,880			
Canine duty	10,440			
Field Training	156,600		(unchanged from 1992-93*)	
Bilingual	182,600			
Intmd. Post	156,600			
Adv. Post	939,600			
		<u>1,466,720</u>	<u>1,466,720</u>	<u>4,400,160*</u>
Estimated				
Minimum Cost:	\$102,366,337	\$110,704,992	\$119,518,605	\$332,589,652

\* May be reopened for negotiation after June 30, 1993.  
Total assumes constant rate through June 30, 1995.

The Budget Analyst has estimated the net increase in costs over the period July 1, 1992 to June 30, 1995, which can be attributed to the terms of the MOUs, by using the Mayor's unstandardized 1992-93 estimates of Police Department costs as a base. This calculation indicates that, compared to the present costs of Police services, the MOU would impose the following net increase in expenditures during 1992-93 and over the next 3 fiscal years:

Net Increase in Costs Due to Memoranda of Understanding

<u>Expenditure</u>	<u>FY 1992-93</u>	<u>FY1992-FY1995*</u>
Salary Standardization	\$6,851,816	\$40,709,078
Night Shift Differential	no change	no change
Holiday Pay	no change	no change
Special Events	no change	no change
Employee Health	no change	8,640,000
Dental, Dependent Health, and Retirement Contributions	4,000,145	14,621,862
Premium Pay	1,466,720	4,400,160*
Employee Retirement Cost FY95-96		<u>7,342,433</u>
Total	\$12,318,681	\$75,713,533

\* Based on flat rates effective July 1, 1992.

The \$75.7 million estimated cost of new benefits over the next three years would change if the agreements concerning rates of premium pay are altered after June 30, 1993. The proposed MOUs stipulate that the parties have agreed to reopen negotiations on rates of premium pay on July 1, 1993, in order to consider converting the flat biweekly rates of premium pay stated in the agreement to a calculation based on a percentage of the base salary, and to include the premium pay amounts in calculations of employee retirement contributions. If both changes were adopted, 1) the amount of premium pay could increase after June 30, 1993, and 2) the cost to the City for employee retirement contributions would also increase with the inclusion of premium pay in the salary base for retirement contribution calculations. Until the terms of such provisions are known, their fiscal impact cannot be evaluated.

2. Mr Carl Bunch of the Employee Relations Division states that, although the proposed MOUs are retroactive to July 1, 1991, no additional costs would be incurred for the current fiscal year, because the financial provisions of the proposed MOUs would only take effect beginning in fiscal year 1992-93.

3. Mr. Bunch states that the 5 percent annual increase in salaries is less than the percentage salary increase which he would expect uniformed personnel to receive if salaries were still adjusted based on a survey of 10 cities, as they were prior to enactment of Proposition B in November, 1991. Mr. Bunch indicates that this conclusion is based on the Police Department's informal survey of the compensation paid to peace officers in the 10 cities which were previously used for salary standardization surveys in San Francisco.



Item 3 - File 103-92-1

**Note:** This communication was continued from the June 9, 1992 Administration and Oversight Committee Meeting.

**Department:** Civil Service Commission

**Item:** Communication transmitting Civil Service Commission Report No. 2097-92, Salary Standardization for Registered Nurses, certifying to the Board of Supervisors the highest prevailing maximum salary schedule for acute care nurses granted by collective bargaining agreement in the six Bay Area counties as of April 15, 1992 and such other information as is required by Charter Section 8.403.

**Description:** Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco, and Santa Clara. The salaries paid to Registered Nurses by San Francisco may not exceed this maximum salary level.

Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications. Section 8.403 also permits the Board of Supervisors to provide additional conditions and benefits of employment, including health and dental benefits.

**Comments:** 1. Although the proposed item would only transmit the Civil Service Commission's Salary Standardization report for nurses, the Employee Relations Division (ERD) has provided a proposed Salary Standardization Ordinance, the provisions of which are described below.

2. The City and the Nurses have entered into a two-year (May, 1992 through April, 1994) Memorandum of Understanding (MOU). Under the terms of this MOU, the proposed 1992-93 maximum hourly salary rate for City Registered Nurses is \$27.04, a \$1.29, or 5 percent increase over the currently 1991-92 maximum hourly salary rate of \$25.75. Based on 2,080 hours worked per year, the annual salary cost at the \$27.04 hourly rate would be \$56,243.

3. According to Mr. Clifford Gates of the Employees Relations Division, the following 17 classifications would receive a five percent increase in 1992-93 over 1991-92 salaries:

BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Administration and Oversight Committee  
June 15, 1992 Special Administration and Oversight Committee Meeting

	Current Maximum <u>Salaries</u>	Proposed Maximum <u>Salaries</u>
<u>Staff Nurses</u>		
2320 Registered Nurse	\$25.75	\$27.04
2323 Clinical Nurse Specialist	31.21	32.76
2330 Anesthetist	41.19	43.25
2340 Operating Room Nurse	25.75	27.04
2830 Public Health Nurse	31.21	32.76
2328 Nurse Practitioner	31.05	32.61
P-103 Per Diem Nurses	30.33	31.85
<u>Supervisory Nurses</u>		
2322 Head Nurse	34.42	36.15
2324 Nursing Supervisor	36.85	38.70
2326 Nursing Supervisor	36.85	38.70
Psychiatric		
2342 Head Nurse, Surgery	34.42	36.15
2344 Chief of Surgery Nurse	43.70	45.88
2350 Instructor of Nursing	36.85	38.70
2352 Asst. Director of Nursing Education	43.70	45.89
2366 Asst. Director of Nurses,		
Laguna Honda Hospital (LHH)	43.70	45.89
2368 Asst. Director of Nurses, San		
Francisco General Hospital (SFGH)	43.70	45.89
2832 Supervising Public Health Nurse	40.63	42.66

In addition, five unrepresented classifications (2369 Director of Nurses LHH, 2370 Director of Nurses SFGH, 2394 Central Processing and Distribution Supervisor, 2833 Public Health Nursing (PHN) Administrator, and 2836 Director, PHN,) would receive pay increases of approximately 3.8 percent.

4. The maximum hourly salary rate for Registered Nurses certified by the Civil Service Commission effective April 15, 1992 is \$27.84 per hour paid by Stanford University Hospital, which represents approximately a seven percent salary increase for the Stanford University Nurses.

The maximum hourly salary rate of \$27.84 paid by Stanford University Hospital, as certified by the Civil Service Commission, is \$.80 or approximately 3 percent higher than the City's 1992-93 proposed maximum hourly salary rate of \$27.04.

5. According to Mr. Gates, nursing employees receive, in general, higher levels of fringe benefits than miscellaneous employees, including paid health benefits for dependents, more salary steps, higher standby pay, and higher shift differentials. Mr. Gates indicates that the new MOU includes

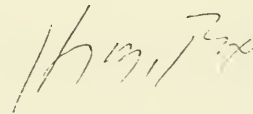
BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Administration and Oversight Committee  
June 15, 1992 Special Administration and Oversight Committee Meeting

changes in certain benefits, such as a higher ceiling for tuition reimbursements for continuing education for nurses, changes in the treatment of some nursing classifications, and an increase in orthodontia benefits from \$1,000 to \$2,500 for each covered person.

6. If the proposed ordinance is approved, these increases in salary rates and related benefits for nurses is estimated to cost the City \$5.8 million, including \$5 million for increased pay and \$200,000 for increased benefits, Mr. Gates advises. \$16.68 million is included in a Special Reserve fund for Salary Standardization in the FY 1992-93 budget for Municipal Railway, Fire and Nurses Salary Standardization increases.

**Recommendation:** Prepare in and report out of Committee the proposed Salary Standardization Ordinance.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey



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## BOARD OF SUPERVISORS

BUDGET ANALYST

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JUN 22 1992  
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June 18, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** June 22, 1992 Recessed Administration and Oversight Committee Meeting

Item 1 - File 103-92-1

**Note:** This communication was continued from the June 15, 1992 Administration and Oversight Committee Meeting.

**Department:** Civil Service Commission

**Item:** Communication transmitting Civil Service Commission Report No. 2097-92, Salary Standardization for Registered Nurses, certifying to the Board of Supervisors the highest prevailing maximum salary schedule for acute care nurses granted by collective bargaining agreement in the six Bay Area counties as of April 15, 1992 and such other information as is required by Charter Section 8.403.

**Description:** Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco, and Santa Clara. The salaries paid to Registered Nurses by San Francisco may not exceed this maximum salary level.

Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications. Section 8.403 also permits the Board of

Supervisors to provide additional conditions and benefits of employment, including health and dental benefits.

**Comments:**

1. Although the proposed item would only transmit the Civil Service Commission's Salary Standardization report for nurses, the Employee Relations Division (ERD) has provided a proposed Salary Standardization Ordinance, the provisions of which are described below.

2. The City and the Nurses have entered into a two-year (May, 1992 through April, 1994) Memorandum of Understanding (MOU). Under the terms of this MOU, the proposed 1992-93 maximum hourly salary rate for City Registered Nurses is \$27.04, a \$1.29, or 5 percent increase over the currently 1991-92 maximum hourly salary rate of \$25.75. Based on 2,080 hours worked per year, the annual salary cost at the \$27.04 hourly rate would be \$56,243.

3. According to Mr. Clifford Gates of the Employees Relations Division, the following 17 classifications would receive a five percent increase in 1992-93 over 1991-92 salaries:

	Current Maximum <u>Salaries</u>	Proposed Maximum <u>Salaries</u>
<u>Staff Nurses</u>		
2320 Registered Nurse	\$25.75	\$27.04
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P-103 Per Diem Nurses	30.33	31.85
<u>Supervisory Nurses</u>		
2322 Head Nurse	34.42	36.15
2324 Nursing Supervisor	36.85	38.70
2326 Nursing Supervisor Psychiatric	36.85	38.70
2342 Head Nurse, Surgery	34.42	36.15
2344 Chief of Surgery Nurse	43.70	45.88
2350 Instructor of Nursing	36.85	38.70
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2366 Asst. Director of Nurses, Laguna Honda Hospital (LHH)	43.70	45.89
2368 Asst. Director of Nurses, San Francisco General Hospital (SFGH)	43.70	45.89
2832 Supervising Public Health Nurse	40.63	42.66

In addition, five unrepresented classifications (2369 Director of Nurses LHH, 2370 Director of Nurses SFGH, 2394 Central Processing and Distribution Supervisor, 2833 Public Health Nursing (PHN) Administrator, and 2836 Director, PHN,) would receive pay increases of approximately 3.8 percent.

4. The maximum hourly salary rate for Registered Nurses certified by the Civil Service Commission effective April 15, 1992 is \$27.84 per hour paid by Stanford University Hospital, which represents approximately a seven percent salary increase for the Stanford University Nurses.

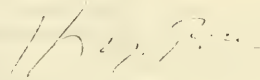
The maximum hourly salary rate of \$27.84 paid by Stanford University Hospital, as certified by the Civil Service Commission, is \$.80 or approximately 3 percent higher than the City's 1992-93 proposed maximum hourly salary rate of \$27.04.

5. According to Mr. Gates, nursing employees receive, in general, higher levels of fringe benefits than miscellaneous employees, including paid health benefits for dependents, more salary steps, higher standby pay, and higher shift differentials. Mr. Gates indicates that the new MOU includes changes in certain benefits, such as a higher ceiling for tuition reimbursements for continuing education for nurses, changes in the treatment of some nursing classifications, and an increase in orthodontia benefits from \$1,000 to \$2,500 for each covered person.

6. If the proposed ordinance is approved, these increases in salary rates and related benefits for nurses is estimated to cost the City \$5.8 million, including \$5 million for increased pay and \$200,000 for increased benefits, Mr. Gates advises. \$16.68 million is included in a Special Reserve fund for Salary Standardization in the FY 1992-93 budget for Municipal Railway, Fire and Nurses Salary Standardization increases.

Memo to Administration and Oversight Committee  
June 22, 1992 Recessed Administration and Oversight Committee Meeting

**Recommendation:** Prepare in and report out of Committee the proposed Salary Standardization Ordinance.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

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CALENDAR  
MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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JUN 19 1992  
SAN FRANCISCO  
PUBLIC LIBRARY

TUESDAY, JUNE 23, 1992 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 92-92-21. Consideration of appointment of seven (7) members to the Senior Services Task Force. (Clerk of the Board)

Applicants: Rockyfellow Sortt (Supv. Kennedy)  
John Blumlein (Supv. Alioto)  
Peter Ashe (Recreation and Park Dept.)  
Deborah Whittle (Housing Authority)  
Anthony Wagner (Public Health Dept.)  
Anthony Nicco (Dept. Social Services)

ACTION:

2. File 92-92-25. Consideration of appointment of member to the Adult Day Health Care Planning Council, vice Valerie Dorr (Health Facility), resigned, for the unexpired portion of term ending September 30, 1992. (Clerk of the Board)

Applicant: Linda Karpawich (Laguna Honda Hospital)

ACTION:

3. File 165-92-4. [Giants Economic Impact Report] Motion directing the Budget Analyst to prepare an economic impact report related to different possible locations for siting the Giants baseball team. (Supervisor Alioto)

(Cont'd from 4/21/92)

ACTION:

4. File 97-92-36. [Fiscal Impact] Ordinance amending the San Francisco Code by repealing Section 2. 6-3 thereof relating to procedure for fiscal impact measures. (Supervisor Migden) (COMPANION TO FILE 56-92-1)

ACTION

5. File 56-92-1. [Fiscal Impact] Motion amending the Rules of Order of the Board of Supervisors by adding Rule 4.35 to require measures with fiscal impact to be referred to the Finance Committee and to treat urging resolutions as financial impact measures. (Supervisor Migden) (COMPANION TO FILE 97-92-36)

ACTION:

6. File 93-92-21. [MOU] Resolution ratifying Memorandum of Understanding with various employee organizations concerning the Dental Plan. (Employee Relations Division)

ACTION:

7. File 93-92-22. [MOU-Dist. Atty Investigators] Resolution ratifying wage freeze Memorandum of Understanding with San Francisco District Attorney Investigators Association. (Employee Relations Division)

ACTION:

8. File 89-92-9. [State Disability Insurance] Resolution authorizing enrollment of classification 9209 Police Services Aide in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

9. File 89-92-10. [State Disability Insurance] Resolution authorizing enrollment of classification 1107 Rent Board Deputy Director in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

10. File 229-92-1. [Charter Amendment] Charter amendment (First Draft) amending Section 7.309 relating to financing construction or improvement of capital facilities or purchase of equipment. (Supervisor Hsieh)

ACTION:

11. File 218-92-1. [Charter Amendment] Charter amendment (First Draft) amending Section 8.539-3 to increase the retirement allowances of miscellaneous officers and employees retired prior to July 2, 1991, from \$0 to \$75. (Supervisor Kennedy)

ACTION:

12. File 242-92-1. [Charter Amendment] Charter amendment (First Draft) amending Sections 8.500-1, 8.559-9, 8.585-9, 8.586-9, and 8.588-9, relating to the coordination of retirement benefits for safety employees and miscellaneous employees. (Supervisor Achtenberg)

ACTION:

CLOSED SESSION – LITIGATION

13. File 45-92-24. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of David Chan, et al., v. City and County of San Francisco, et al., by payment of \$10,640. (City Attorney) (Municipal Court No. 056-969)

(Cont'd from 6/9/92)

ACTION:

14. File 45-92-25. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of James Pan against the City and County of San Francisco by payment of \$16,829.40. (City Attorney) (U.S. District Court No. C90-0601 VRW)

(Cont'd from 6/9/92)

ACTION:

15. File 45-92-26. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Michael B. Davis against the City and County of San Francisco by payment of \$17,500. (City Attorney) (U.S. District Court No. C90-2299DLJ)

(Cont'd from 6/9/92)

ACTION:

16. File 46-92-5. [Settlement of Litigation] Ordinance authorizing settlement of litigation of City and County of San Francisco against Robert C. Pritikin for \$100,000, \$95,120 to be paid to the General Fund and building permit penalties of \$4,880 to be paid directly to the Bureau of Building Inspection. (City Attorney) (Superior Court No. 937-333)

(Cont'd from 6/9/92)

ACTION:

17. File 46-92-7. [Settlement of Lawsuit] Ordinance authorizing settlement of Harold Wilson Bell v. Avis Rent A Car, et al., upon receipt of the sum of \$7,500 and dismissal of complaint. (City Attorney) (Superior Court No. 906593)

(Cont'd from 6/9/92)

ACTION:

18. File 46-92-8. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. Dionicio Guzman, et al., upon receipt of the sum of \$12,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 063-346)

(Cont'd from 6/9/92)

ACTION:

19. File 45-92-27. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Deborah Lollie-Jackson against the City and County of San Francisco by payment of \$30,000. (City Attorney) (U.S. District Court No. C85-4925 JPV)

ACTION:

20. File 45-92-28. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Terway Car Rental, Inc., against the City and County of San Francisco by payment of \$24,233.52. (City Attorney) (Municipal Court No. 062-460)

ACTION:

21. File 45-92-29. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Sandra Glosser against the City and County of San Francisco by payment of \$7,000. (City Attorney) (Superior Court No. 924-606)

ACTION:

22. File 45-92-30. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Santiago against the City and County of San Francisco by payment of \$22,500. (City Attorney) (Municipal Court No. 036-970)

ACTION:

23. File 48-92-11. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Glenridge Apartments, Ltd., et al., by payment of \$122,211.69. (City Attorney)

ACTION:

24. File 48-92-12. [Settlement of Claim] Resolution approving the settlement of unlitigated claim of Brenda Weiss by payment of \$8,500. (City Attorney)

ACTION:

25. File 48-92-13. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Judith Nitzberg by payment of \$10,000. (City Attorney)

ACTION:

26. File 48-92-14. [Settlement of Claim] Resolution approving the unlitigated claim of Bay Area Rentals by payment of \$6,862.15. (City Attorney)

ACTION:

#### ADMINISTRATION AND OVERSIGHT COMMITTEE

Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 19, 1992

DOCUMENTS DEPT.

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** June 23, 1992 Administration and Oversight Committee Meeting

JUN 23 1992

SAN FRANCISCO  
PUBLIC LIBRARY

Item 3 - File 165-92-4

**Note:** This item was continued by the Administration and Oversight Committee at its meeting of April 21, 1992.

**Item:** Motion directing the Budget Analyst to prepare an Economic Impact Report relating to different possible locations for siting the Giants Baseball Team.

**Description:** According to the proposed motion, the Board of Supervisors has created a Ballpark Advisory Committee to create a plan to keep the San Francisco Giants in San Francisco and this Ballpark Advisory Committee needs to gather comprehensive information before making recommendations, including reliable economic impact information.

The Budget Analyst is therefore being requested to prepare a complete economic impact report, including both direct and indirect costs and benefits, relating to the neighborhood and Citywide impacts of different potential stadium sites, including the following:

(a) The current baseball/football stadium at Candlestick Park;

(b) Renovating Candlestick Park for baseball/football;

Memo to Administration and Oversight Committee  
June 23, 1992 Administration and Oversight Committee Meeting

(c) Building a new baseball stadium near the Airport on City owned land west of Highway 101;

(d) Building a new baseball stadium at 7th and Townsend Streets;

(e) Building a new baseball stadium in China Basin at 2nd and King Streets; and

(f) Renovating Candlestick Park for football only, building a multi-purpose arena at 7th and Townsend Streets, and building a new baseball stadium at China Basin.

**Comments:**

This economic impact report is estimated to cost \$48,768 based on 800 hours to complete the analysis at the Budget Analyst's average hourly rate of \$60.96. The Budget Analyst notes that, based on previously assigned projects, to date, there is approximately 230 hours or \$14,000 of unassigned management audits and special projects for 1992.

**Recommendation:**

Approval of the proposed motion is a policy matter for the Board of Supervisors.

Item 4 and 5 - File 97-92-36 and 56-92-1

**Department:** Board of Supervisors

**Items:** The proposed ordinance (File 97-92-36) would amend the Administrative Code by repealing Section 2.6-3 referring to the determination of fiscal impact of proposed legislation.

The proposed motion (File 56-92-1) would amend the Rules of Order of the Board of Supervisors by adding Rule 4.35. Rule 4.35 would add the text of Section 2.6-3 of the Administrative Code with new language to include within the definition of a fiscal impact determination any "ordinance, motion or resolution...which, if adopted by the Board of Supervisors, would urge the Mayor to recommend increased funding for any City department".

**Description:** The Board of Supervisors approved Section 2.6-3 of the Administrative Code (Ordinance 272-91) in July 1991. Section 2.6-3 states that when any ordinance or resolution is introduced, the Clerk of the Board will refer the proposed legislation to the Budget Analyst. Within three days of the receipt of the legislation, the Budget Analyst would review the proposed legislation, to determine and inform the Board of Supervisors whether the proposed legislation would have a fiscal impact. Fiscal impact is defined as a financial effect upon the City's funds in any fiscal year in excess of \$10,000 or a total financial effect upon the City's funds in excess of \$50,000 over a five-year period.

The proposed ordinance (File 97-92-36) would delete Section 2.6-3 from the Administrative Code and the proposed motion (File 56-92-1) would add the text of Section 2.6-3 as Rule 4.35 to the Rules of Order of the Board of Supervisors. The language of Rule 4.35 would be identical to the language of Section 2.6-3 except that Rule 4.35 would extend the determination of fiscal impact to any ordinances, motions, or resolutions which, if adopted by the Board of Supervisors, would urge the Mayor to recommend increased funding for any department. Such "urging" legislation is currently not evaluated for fiscal impact.

**Comments:** 1. According to Mr. Buck Delventhal of the City Attorney's Office, the deletion of the fiscal impact legislation from the Administrative Code and its addition to the Rules of Order for the Board of Supervisors is being sought because the legislation is strictly an internal rule of the Board of Supervisors and does not appropriately belong in the Administrative Code.

2. Given that the Budget Analyst is currently required to review all legislation for determination of fiscal impact, the proposed legislation would not have an additional impact on the workload of the Budget Analyst. However, since legislation determined to have a fiscal impact must be referred to the Finance Committee, the proposed legislation would increase the number of items currently referred to the Finance Committee.

3. Based on a review of prior legislation, the additional volume of legislation that would require referral to the Finance Committee if legislation that urges the Mayor to increase funding for any City department is approved, would be approximately 30 to 35 per year.

**Recommendation:** The approval of the proposed ordinance deleting Section 2.6-3 from the Administrative Code (File 97-92-36) and amending the Rules of Order of the Board of Supervisors to add the language of Section 2.6-3, and to include under the definition of fiscal impact all legislation which urges the Mayor to recommend increased funding for any department (File 56-92-1), is a policy matter for the Board of Supervisors.

Item 8 - File 89-92-9

1. The proposed resolution would authorize enrollment of classification 9209 Police Services Aide in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in the Police Department, which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
9209	Police Services Aide	41

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by 37 of the 41 employees in the 9209 Police Services Aide classification.

Recommendation

Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 9 File 89-92-10

1. The proposed resolution would authorize enrollment of classification 1107 Rent Board Deputy Director in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in the Rent Board, which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
1107	Rent Board Deputy Director	1

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the sole employee in the 1107 Rent Board Deputy Director classification.

Recommendation

Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 10 - File 229-92-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** First Draft

**Section Affected:** The proposed Charter Amendment would add a new section to amend Section 7.309 relating to financing construction or improvements of capital facilities or purchase of equipment for the Department of Public Health (DPH).

**Description:** Existing provisions of the Charter provide for City departments to lease finance equipment through a non-profit corporation of up to \$20 million (outstanding principal) in the aggregate at any point in time. The \$20 million limit can be increased by five percent per year. Under the existing lease financing provisions of the Charter, which is administered by the Chief Administrative Officer, the non-profit corporation, the City and County of San Francisco (CCSF) Financing Corporation, obtains capital in the markets on a revolving basis, pooling amounts and making the funds available to City departments. This program is only for capital equipment. This program enables City departments to lease finance equipment through tax exempt lease financing at approximately 6 percent interest rates, versus leasing equipment through private for-profit firms at interest rates ranging between nine and 12 percent. Examples of equipment which has previously been lease financed by the City includes police vehicles, fire trucks and laundry equipment.

According to Mr. Fred Weiner of the CAO's Office, the amount of financing which would be available for lease financing in 1992-93 when the proposed Charter amendment would be considered by the voters, would be approximately \$11.9 million to \$13 million in April, 1993, which includes the five percent increase for 1992 and 1993. Therefore, approximately \$7 million to \$8.1 million is outstanding principal and is therefore not available for financing.

The proposed Charter amendment would add a new program to the existing CAO program. The CCSF Financing Corporation could be used by the proposed new program. The additional monies provided to the DPH under the new program would be earmarked for facilities specifically under the jurisdiction of the DPH, and other City departments would not have access to these funds. In addition, the proposed Charter amendment would be different than the existing lease financing program by not only including equipment, but also including the construction, reconstruction, rehabilitation or improvement of buildings and other capital facilities. The proposed Charter amendment would also set a limit on the amount of lease financing which could be

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

done through a non-profit corporation in the aggregate at any point in time. The limit could be increased by five percent per year. However, the proposed Charter amendment does not yet specify the limit of indebtedness (outstanding principal) for lease financing. As noted above, the level of indebtedness for the City's existing lease financing program is \$20 million. The Administration and Oversight Committee should amend the proposed legislation to include a limit of indebtedness. The DPH recommends a limit of between \$20 million to \$30 million.

**Effect on the Cost  
of Government:**

The proposed Charter amendment could either increase or decrease the cost of government. The cost of government would be reduced if the proposed lease purchase methods are used to lease items or provide for capital improvements that would otherwise be leased at rates higher than those charged by the proposed non-profit corporation. The cost of government would increase if the proposed lease purchase methods are used to lease items or provide for capital improvements that would be purchased on a "cash basis" (without lease financing costs) or would not otherwise be purchased by the City. However, the actual effect on the cost of government cannot be determined at this time.

**Comments:**

1. According to Mr. James Putney, Chief Financial Officer of San Francisco General Hospital (SFGH), the DPH is requesting to establish a separate financing pool because the facilities at both SFGH and Laguna Honda Hospital have been undercapitalized without sufficient access to capital markets. In addition, State matching funds are available for capital purposes (SB 1732). Mr. Putney reports that the DPH currently makes capital expenditures on a "cash basis," through General Fund monies which are budgeted for capital improvements annually.
2. Mr. Putney reports that initial uses of capital funds would include certain revenue producing programs at SFGH involving the renovation of patient registration, the business office and other hospital areas to allow for expanded eligibility interviewing, cashiering functions and other FY 1992-93 revenue programs. Mr. Putney estimates that approximately \$3 million in revenues would be directly related to these projects. The Mayor's 1992-93 budget includes approximately \$160,000 for capital projects for SFGH and Laguna Honda Hospital has not requested any funds for capital improvements, anticipating a bond measure may be reintroduced for voter approval in November, 1993.
3. The Board of Supervisors may consider requiring the DPH to provide a justification for establishing the outstanding principal amount, prior to considering the proposed legislation.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 11 - File 218-92-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** First

**Sections Affected:** The proposed Charter Amendment would amend Section 8.539-3 relating to increasing, by up to \$75 per month, retirement allowances of Miscellaneous Officers and Employees retired prior to July 2, 1991.

**Description:** The proposed Charter Amendment would increase retirement allowances of Miscellaneous Officers and Employees who retired prior to July 2, 1991. Those employees who retired prior to July 2, 1967, approximately 25 years ago, would receive an increase by the maximum benefit of \$75 per month. Any employee who retired after July 2, 1967 would receive an increase equal to the ratio of \$75 to 25 years, or \$3 per year of retirement since 1967. Thus, an employee who retired in 1981 would receive a \$30 per month increase, or \$3 for each year of retirement from 1981 to 1991.

The proposed increases would begin July 1, 1993.

San Francisco's retirement plan for Miscellaneous Employees and Tier 2 Police and Fire employees does not provide inflation adjustments beyond an annual 2 percent increase. Instead, these retirement plans partially offset pension losses due to inflation by providing one-time pension increases, such as the proposed Charter Amendment.

- Comments:**
1. As noted above, the proposed increases would begin July 1, 1993 for employees who retired prior to July 2, 1991. As such, the proposed Charter Amendment would not increase retirement payments of Miscellaneous Officers and Employees retroactively.
  2. According to the Retirement System, there have been the following five pension increases provided to a typical 25-year retiree:
    - 1969--annual two percent pension increases were instituted.
    - 1974--the pension was recalculated using current Tier 1 Plan provisions which provided a one-time 30 percent increase.

Memo to Administration and Oversight Committee  
June 23, 1992 Administration and Oversight Committee Meeting

- 1981--one-time monthly increase of \$25 was provided. The same increase was provided to all retirees regardless of the length of time retired.
- 1987--one-time monthly increase of \$50 was provided to those retired 25 years or more. A prorated amount (\$2 per year of retirement) was provided to those retired less than 25 years.
- 1990--one-time monthly increase of \$50 was provided those retired 25 years or more. A prorated amount (\$2 per year of retirement) was provided to those retired less than 25 years.

**Effect on the Cost  
of Government:**

According to the Retirement System, 10,689 retired City employees would be affected by the proposed Charter Amendment at an approximate lump sum actual cost of \$84,606,860 or present value cost of \$37 million over a 20-year period. The \$37 million would have to be paid by the City to the Retirement System over the 20-year period. The first additional payment in FY 1993-94 would be \$2.3 million. Subsequent payments would be expected to increase by six percent each year.

Item 12 - File 242-92-1

**Proposed Ballot**

**Measure:** Charter Amendment

**Draft:** Second

**Section Affected:** The proposed Charter Amendment would amend Sections 8.500-1, 8.559-9, 8.585-9, 8.586-9 and 8.588-9, relating to the coordination of retirement benefits for safety employees and miscellaneous employees.

**Description:** There are two pension plans for San Francisco City and County employees; one for Miscellaneous Employees and one for Safety Employees. Currently, if a Miscellaneous Employee becomes a Safety Employee (Police or Fire employee) or vice versa, they are not allowed to transfer retirement benefit plans. If a Miscellaneous Employee becomes a uniformed Police or Fire employee, he or she must take a refund of all Miscellaneous retirement contributions. No pension is paid based on Miscellaneous time earned, no matter how long. Similarly, if a Safety Employee becomes a Miscellaneous Employee, he or she must take a refund of all Safety retirement contributions.

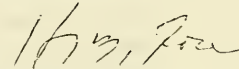
The proposed Charter Amendment would allow the Board of Supervisors to extend reciprocal rights to San Francisco Retirement System members who transfer between retirement plans within the two San Francisco Retirement Systems. More specifically, the proposed Charter Amendment would provide more equitable benefits to those non-Safety City employees who become Safety employees, (e.g., a civilian employee who becomes a Police Officer or a Fire Fighter.) Since 1988, the City has had an agreement with the California Public Employees Retirement System (PERS) and 26 other California retirement plans that allows retirement plan members to transfer between those retirement systems and receive prorated pensions from each system. This agreement omitted any consideration of employee transfers within San Francisco's retirement plans themselves.

**Comment:** As of the writing of this report, the Retirement System has not identified the number of employees that have switched from being a Miscellaneous Employee to a Safety Employee, or from being a Safety Employee to a Miscellaneous Employee. Furthermore, the number of employees that might be encouraged to switch as a result of the approval of the proposed legislation cannot be determined at this time. However, it is likely that the current provisions act as a disincentive for Miscellaneous Employees to become Safety Employees and vice versa.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Effect on the Cost  
of Government:**

According to the Retirement System, the Charter Amendment itself will not increase City pension costs. If the Board of Supervisors, however, were to provide reciprocal benefits as the Charter Amendment would empower them to do, then there would be an increase in City pension costs. Although the Retirement System has not identified the number of employees that have switched from being a Miscellaneous Employee to a Safety Employee and vice versa, the Retirement System has provided cost estimates of the proposed Charter Amendment. The Retirement System reports that the bulk of the increased costs would derive from the possible repurchase of Miscellaneous time by the City for Police and Fire employees who were forced to take refunds of their contributions when they became Safety employees. If all such time were repurchased, the total increased liability to the Retirement Fund is estimated to be approximately \$5 million. Based on patterns of prior service purchase where this is currently allowed, the Retirement System estimates the actual increased pension cost should be approximately \$1 million. This increased cost would be payable by the City through increased retirement contributions over the next 20 years. The first payment of approximately \$50,000 would be made in FY 1993-94. Subsequent payments would increase by six percent each year.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Migden  
Supervisor Hallinan  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

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9/92

CALENDAR

SPECIAL MEETING OF  
ADMINISTRATION AND OVERSIGHT  
—BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF THE  
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MONDAY, JUNE 29, 1992 – 1:30 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 93-92-23. [MOU] Resolution ratifying wage freeze Memorandum of Understanding with Electrical Workers, Local 6. (Employee Relations Division)

ACTION:

2. File 93-92-24. [MOU] Resolution ratifying wage freeze Memorandum of Understanding with the San Francisco District Attorney Investigators Association. (Employee Relations Division)

ACTION:

3. File 92-92-25. [MOU] Resolution ratifying Memorandum of Understanding with Teamsters Local 856 (Freight Checkers, clerical employees and helpers). (Employee Relations Division)

ACTION:

4. File 92-92-26. [MOU] Resolution ratifying Memorandum of Understanding with the Union of American Physicians and Dentists (for Bargaining Unit 8-CC). (Employee Relations Division)

ACTION:

5. File 93-92-27. [MOU] Resolution ratifying Memorandum of Understanding with the Union of American Physicians and Dentists (for bargaining Unit 11-AA). (Employee Relations Division)

ACTION:

6. File 93-92-28. [MOU] Resolution ratifying extension of Memorandum of Understanding with SEIU Locals 250/535/790 to February 28, 1993. (Employee Relations Division)

ACTION:

7. File 93-92-29. [MOU] Resolution ratifying extension of Memorandum of Understanding with International Federation of Professional and Technical Engineers, Local 21 to November 23, 1992. (Employee Relations Division)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CALENDAR

RESCHEDULED MEETING OF  
ADMINISTRATION AND OVERSIGHT  
—BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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JUL 2 1992

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TUESDAY, JULY 7, 1992 – 10:00 A.M.

LEGISLATIVE CHAMBERS, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 92-92-21. Consideration of appointment of three (3) members to the Senior Services Task Force. (Clerk of the Board)

Applicants: Geraldine Erp (Supv. Kennedy)  
Peter Ashe (Recreation and Park Dept.)  
Annette Williams (Municipal Railway)

ACTION:

2. File 229-92-1. [Charter Amendment] Charter amendment (First Draft) amending Section 7.309 relating to financing construction or improvement of capital facilities or purchase of equipment. (Supervisor Hsieh)

(Continued from 6/23/92)

ACTION:

3. File 33-92-1. [State Legislative Representative] Resolution ratifying the Mayor's appointment of Peter Finnegan as the State Legislative Representative for the City and County of San Francisco. (Mayor)

ACTION:

4. File 92-92-28. Consideration of appointment of members to the Emergency Medical Care Committee vice Robert Hennick, M.D. (S.F. Medical Society), Robert Bundy, M.D. (at-large provider), Thomas Fox (consumer), Ginger Ayala (at-large provider), Yuhum Digdigan, RN, MS, CCRN (Nurses Association), Camille Huchton (consumer), Gayle Orr-Smith (Emergency Services), Marc A. Synder, Ed. D. (Department of Public Health), Raymond Lim (American Trauma Society), terms expiring June 30, 1992, for three-year terms ending June 30, 1995. (Clerk of the Board)

Applicants: Ginger Ayala (at-large provider)  
Thomas Fox (consumer)  
Yuhum Digdigan (Nurses Association)  
John Bitoff (Emergency Services)

ACTION:

CLOSED SESSION - LITIGATION

5. File 45-92-26. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Michael B. Davis against the City and County of San Francisco by payment of \$17,500. (City Attorney) (U.S. District Court No. C90-2299DLJ)

(Cont'd from 6/23/92)

ACTION:

6. File 45-92-31. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Ray McCowan against the City and County of San Francisco by payment of \$16,000. (City Attorney) (Municipal Court No. 045-423)

ACTION:

7. File 45-92-32. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Essel and Homer Magat against the City and County of San Francisco by payment of \$26,000. (City Attorney) (Superior Court No. 934-944)

ACTION:

8. File 45-92-33. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Jay Endicott against the City and County of San Francisco by payment of \$6,000. (City Attorney) (Superior Court NO. 938-244)

ACTION:

9. File 45-92-34. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of City and County of San Francisco v. Terminals Equipment Company, Inc., for \$7,500,000 plus interest at six percent annually from December 1, 1991. (City Attorney) (Superior Court No. 927-015)

ACTION:

10. File 45-92-35. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Herbert R. Odom and Jean Odom against the City and County of San Francisco, William Otoshi, et al. by payment of \$8,000. (City Attorney) (Superior Court No. 935-209)

ACTION:

11. File 45-92-36. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Sherry Walker and Nancy Amaya against the City and County of San Francisco by payment of \$60,082. (City Attorney) (U.S. District Court No. C92-0566 BAC)

ACTION:

12. File 45-92-37. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Shou Wong against the City and County of San Francisco by payment of \$14,500. (City Attorney) (Superior Court No. 912-725)

ACTION:

13. File 45-92-38. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Helen Simon against the City and County of San Francisco, et al. by payment of \$14,000. (City Attorney) (Superior Court No. 936-815)

ACTION:

14. File 46-92-9. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of the City and County of San Francisco against the State of California, by receiving payment of \$190,000. (City Attorney) (Superior Court Nos. 892-764, 900-689, 901-100, 910-062, 911-406, 913-858, 904-344, 918-198)

ACTION:

15. File 46-92-10. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of the City and County of San Francisco against Victoria A. Esmas for \$12,500 to be paid to the General Fund. (City Attorney) (Superior Court No. 929-386)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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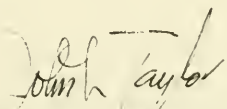
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SAN FRANCISCO

NOTICE OF RESCHEDULED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, July 14, 1992, has been rescheduled to Tuesday, July 7, 1992, at 10:00 a.m., in the Legislative Chambers, City Hall.

  
JOHN L. TAYLOR  
Clerk of the Board

POSTED: JUNE 24, 1992

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

July 2, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** July 7, 1992 Rescheduled Administration and Oversight Committee Meeting

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Item 2 - File 229-92-1

**Note:** This item was continued at the Administration and Oversight Committee meeting of June 23, 1992.

**Proposed Ballot Measure:** Charter Amendment

**Draft:** First Draft

**Section Affected:** The proposed Charter Amendment would add a new section to amend Section 7.309 relating to financing construction or improvements of capital facilities or purchase of equipment for the Department of Public Health (DPH).

**Description:** Existing provisions of the Charter provide for City departments to lease finance equipment through a non-profit corporation of up to \$20 million (outstanding principal) in the aggregate at any point in time. The \$20 million limit can be increased by five percent per year. Under the existing lease financing provisions of the Charter, which is administered by the Chief Administrative Officer, the non-profit corporation, the City and County of San Francisco (CCSF) Financing Corporation, obtains capital in the markets on a revolving basis, pooling amounts and making the funds available to City departments. This program is only for capital equipment. This program enables City departments to lease finance equipment through tax exempt lease financing at approximately 6 percent interest rates, versus leasing equipment through private for-profit firms at interest rates ranging between nine and 12 percent. Examples of equipment which has previously been lease financed by the City includes police vehicles, fire trucks and laundry equipment.

According to Mr. Fred Weiner of the CAO's Office, the amount of financing which would be available for lease financing in 1992-93 when the proposed Charter amendment would be considered by the voters, would be approximately \$11.9 million to \$13 million in April, 1993, which includes the five percent increase for 1992 and 1993. Therefore, approximately \$7 million to \$8.1 million is outstanding principal and is therefore not available for financing.

The proposed Charter amendment would add a new program to the existing CAO program. The CCSF Financing Corporation could be used by the proposed new program. The additional monies provided to the DPH under the new program would be earmarked for facilities specifically under the jurisdiction of the DPH, and other City departments would not have access to these funds. In addition, the proposed Charter amendment would be different than the existing lease financing program by not only including equipment, but also including the construction, reconstruction, rehabilitation or improvement of buildings and other capital facilities. The proposed Charter amendment would also set a limit on the amount of lease financing which could be done through a non-profit corporation in the aggregate at any point in time. The limit could be increased by five percent per year. However, the proposed Charter amendment does not yet specify the limit of indebtedness (outstanding principal) for lease financing. As noted above, the level of indebtedness for the City's existing lease financing program is \$20 million. The Administration and Oversight Committee should amend the proposed legislation to include a limit of indebtedness. The DPH recommends a limit of between \$20 million to \$30 million.

**Effect on the Cost  
of Government:**

The proposed Charter amendment could either increase or decrease the cost of government. The cost of government would be reduced if the proposed lease purchase methods are used to lease items or provide for capital improvements that would otherwise be leased at rates higher than those charged by the proposed non-profit corporation. The cost of government would increase if the proposed lease purchase methods are used to lease items or provide for capital improvements that would be purchased on a "cash basis" (without lease financing costs) or would not otherwise be purchased by the City. However, the actual effect on the cost of government cannot be determined at this time.

**Comments:**

1. According to Mr. James Putney, Chief Financial Officer of San Francisco General Hospital (SFGH), the DPH is requesting to establish a separate financing pool because the facilities at both SFGH and Laguna Honda Hospital have been undercapitalized without sufficient access to capital markets. In addition, State matching funds are available for capital purposes (SB 1732). Mr.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Putney reports that the DPH currently makes capital expenditures on a "cash basis," through General Fund monies which are budgeted for capital improvements annually.

2. Mr. Putney reports that initial uses of capital funds would include certain revenue producing programs at SFGH involving the renovation of patient registration, the business office and other hospital areas to allow for expanded eligibility interviewing, cashiering functions and other FY 1992-93 revenue programs. Mr. Putney estimates that approximately \$3 million in revenues would be directly related to these projects. The Mayor's 1992-93 budget includes approximately \$160,000 for capital projects for SFGH and Laguna Honda Hospital has not requested any funds for capital improvements, anticipating a bond measure may be reintroduced for voter approval in November, 1993.

3. The Board of Supervisors may consider requiring the DPH to provide a justification for establishing the outstanding principal amount, prior to considering the proposed legislation.

4. Representatives from the Department of Public Health (DPH), the City Attorney's Office and the Office of the Chief Administrative Officer (CAO) are meeting on Thursday, July 2, 1992 to discuss amending the proposed Charter amendment to enable the DPH specifically to lease finance capital projects only, which are eligible for State matching funds under SB 1732.



Item 3 - File 33-92-1

The proposed resolution would ratify the Mayor's appointment of a State Legislative representative for the City and County of San Francisco.

Section 16.3 of the City's Administrative Code delegates to the Mayor the authority to appoint, on a full-time basis, a State Legislative representative for the City and County of San Francisco. In accordance with Section 16.3, the appointment of the State Legislative representative and the various policies and programs proposed by the Mayor for the State Legislative representative to undertake are subject to ratification by the Board of Supervisors.

The proposed State Legislative representative, as recommended by the Mayor, is Mr. Peter Finnegan.

A proposed contract agreement would be entered into between the City and Mr. Finnegan, for the period July 1, 1992 through June 30, 1993. This proposed contract specifies that the State Legislative representative would provide the following services:

Reports

- Monthly reports on pending bills and administrative actions affecting the City;
- A lobbying plan and reports on lobbying efforts, including contacts made and copies of all communications received and submitted by the State representative on behalf of the City;

Legislative Analysis

- Review new and amended bills and refer those having a potential effect on programs, policies and ordinances of the City and County to the legislative coordinators in City departments for technical comments;
- Provide background information and material relating to legislation referred to City departments;

Advocacy

- Develop legislative strategies, support and testimony;
- Present the City's position on bills at legislative hearings, including position papers and related information to Committee staff responsible for analyzing such bills;
- Negotiate amendments to bills;
- Liaison in representing the City with coalition groups (e.g., CSAC, League of California Cities, Urban Counties Caucus, etc.);

Communication with City Departments

- Maintain communication and advise City department representatives of legislative developments;
- Provide legislative research assistance;

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

State Legislation Committee

- Coordinate efforts with legislative advocates representing individual City departments or issues;
- Prepare materials for meetings of the City's State Legislation Committee and report Committee's action to the Clerk of the Board of Supervisors.

According to the proposed contract, the State Legislative representative would be paid \$6,900 per month for a total annual salary of \$82,800. The proposed contract also provides for \$1,100 per month for office rent, for an annual rent expense of \$13,200 and \$5,000 for an annual subscription to the State Net service, which is a computer system used to track State Legislative bills. Together, these costs total \$101,000 for FY 1992-93. In addition, the contract provides for reasonable and necessary business-related travel and expenses.

The State Legislative representative is responsible for maintaining not less than \$500,000 of automobile liability insurance, including naming the City and County of San Francisco as an additional insured on this policy and for indemnifying and holding the City harmless from all general losses and liability.

Comments

1. The Mayor's Office reports that the proposed new State Legislative representative was hired beginning on May 15, 1992, joining the previous State representative for San Francisco, who officially left the City's employment on June 30, 1992.

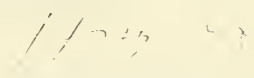
2. The FY 1992-93 budget, that is currently pending before the Board of Supervisors, includes a total of \$155,875 in the Mayor's budget to fund the proposed State Legislative representative. The \$155,875 proposed budget represents a \$5,875 increase from the 1991-92 budget. The \$155,875 funding is provided by the Department of Public Works, Clean Water Operating Fund (\$40,000), the Port (\$37,500), the Airport (\$37,500) and Hetch Hetchy (\$40,875), and does not include General Fund monies. As discussed above, the proposed agreement with the State Legislative representative identifies a total compensation package of \$101,000, excluding travel and other expenses.

3. The Mayor's budget eliminates the funding for a Federal lobbyist for FY 1992-93, which will result in an overall expenditure reduction of \$80,000.

Memo to Administration and Oversight Committee  
July 7, 1992 Administration and Oversight Committee Meeting

**Recommendation**

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

  
Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

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**BUDGET ANALYST**



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**SPECIAL MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO**

MONDAY, JULY 27, 1992 - 11:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 251-92-1. [Ballot Measure] Draft Charter amendment (First Draft) amending the Charter by amending Section 3.674 relating to the funding of the retirement system. (Supervisor Conroy)

ACTION:

2. File 229-91-4. [Ballot Measure] Charter amendment (Skeletal) amending Sections 8.409, 8.409-1, 8.409-2, 8.409-3, 8.409-4, 8.409-5, and 8.409-6 relating to rights and obligations of employees and employer concerning bargaining and impartial arbitration of employment disputes for miscellaneous employees. (Supervisor Shelley)

ACTION:

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# CALENDAR

## MEETING OF ADMINISTRATION AND OVERSIGHT BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JULY 28, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 13-92-8. [Personal Assistant Services] Resolution supporting the redirection of 25 percent of federal, state and county funds for nursing homes and institutionalization to self-directed community-based personal assistant services. (Supervisor Kennedy)

### ACTION:

2. File 92-92-28. Consideration of appointment of members to the Emergency Medical Care Committee vice Robert Hennick, M.D. (S.F. Medical Society), Robert Bundy, M.D. (at-large provider), Thomas Fox (consumer), Ginger Ayala (at-large provider), Camille Huchton (consumer), Gayle Orr-Smith (Emergency Services), Marc A. Synder, Ed. D. (Department of Public Health), Raymond Lim (American Trauma Society), terms expiring June 30, 1992, for three-year terms ending June 30, 1995. (Clerk of the Board)

Applicants: Ginger Ayala (at-large provider)  
Thomas Fox (consumer)  
Yuhum Digdigan (nurses association)  
John Bitoff (Emergency Services)  
Marc A. Synder, Ed. D. (Dept. Public Health)  
Bob Prentice (Dept. Public Health)  
Camille Huchton (consumer)

### ACTION:

3. File 92-92-26. Consideration of appointments to the Park and Open Space Advisory Committee vice Lynn Altshuler (Supervisor Alioto), Dan Hodapp, (Super Maher), Louis Loewenstein (Supervisor Achtenberg), Ina F. Dearman (Supervisor Maher), Geraldine Earp (Supervisor Kennedy), Nancy Larsen (Supervisor Conroy), Terry Ow-Wing (Supervisor Hsieh), Lonnie Lawson (Supervisor Migden), Jill Lerner Hallinan (Supervisor Alioto), Jacob Sigg (Supervisor Shelley), and Nan McGuire (Supervisor Hallinan), terms expiring July 15, 1992, for two-year terms ending July 15, 1994. (Clerk of the Board)

Applicants: Jacob Sigg  
Teresa Ow-Wing  
Ina F. Dearman  
Beryl Magilavy  
Lynn A. Altshuler (Supv. Alioto)  
Nan C. McGuire  
Louis K. Loewenstein

### ACTION:

4. File 92-92-27. Consideration of appointments to the Hazardous Materials Advisory Committee vice Dr. Jeremiah Motak (small business), Dr. James E. Cone (epidemiologist), Franklin Lew (Department of Public Works), Daniel Phelan (industry representative), Neil Gendel (environmental org.), and Michael Schneider (open), terms expired July 1, 1992, for four-year terms ending July 1, 1996. (Clerk of the Board)

Applicants: Daniel V. Phelan (industry representative)  
Steven C. Medbery (Department of Public Works)  
Neil Gendel (environmental)  
Jeremiah Motak (small business)

ACTION:

5. File 92-92-29. Consideration of appointment of members to the City-Wide Alcoholism Advisory Board, vice Mary Jane D'Orazi, Lucille Ramstetter, Robert Strand, and Damun Gracenin, Ph.D., terms expired July 1, 1992, for three-year terms ending July 1, 1995. (Clerk of the Board)

Applicants: Damun Gracenin, Ph.D.  
Mary Jane D'Orazi  
Lucille Ramstetter  
Eugene J. Malivowski

ACTION:

6. File 60-92-6. [November 1993 Ballot Card] Hearing to consider options for designing the ballot card to best accommodate an extra long ballot. (Supervisor Hallinan)

ACTION:

CLOSED SESSION – LITIGATION

7. File 45-92-39. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Hock Investment Co., Inc., v. City and County of San Francisco to permit the processing of an application for conversion of condominiums of 2090 Pacific. (City Attorney) (Superior Court No. 812-225)

ACTION:

8. File 45-92-40. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Myrna A. Ragotero, Rolly P. Chan against the City and County of San Francisco, et al. by payment of \$8,000. (City Attorney) (Municipal Court No. 066-803)

ACTION:

9. File 45-92-41. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Paul Chan against Ali Feroz and the City and County of San Francisco, et al. by payment of \$12,000. (City Attorney) (Superior Court No. 934-426)

ACTION:

10. File 45-92-42. [CCP Section 998 Offer of Settlement] Ordinance authorizing Code of Civil Procedure Section 998 offer of settlement of litigation of Brian Bringardner against the City and County of San Francisco, et al by payment of \$88,000. (City Attorney) (Superior Court No. 920-290)

ACTION:

11. File 45-92-43. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Stephan H. Soo against the City and County of San Francisco by payment of \$6,500. (City Attorney) (United States District Court No. C90-3699 FMS)

ACTION:

12. File 45-92-44. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Deborah and James De'Angelis against the City and County of San Francisco by payment of \$17,500. (City Attorney) (Superior Court No. 914-116)

ACTION:

13. File 46-92-11. [Settlement of Lawsuit] Ordinance authorizing settlement of Stephen Jones v. Nandi D. Sundaram, et al., upon receipt of the sum of \$7,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 927-043)

ACTION:

14. File 46-92-12. [Settlement of Lawsuit] Ordinance authorizing settlement of Mary Jean Stalion v. Barry Ross, Lorence Vogt, et al., upon receipt of the sum of \$7,750 and dismissal of complaint. (City Attorney) (Superior Court No. 934-430)

ACTION:

15. File 46-92-13. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of City and County of San Francisco v. Loretta R. Varni Administratrix of the Estate of Dolores Wooldridge deceased and consolidated action Loretta R. Varni individually, and as Administratrix v. City and County of San Francisco, et al., by accepting consideration in the total amount of \$100,000 payable in cash and in the form of a stipulated judgment against the Estate of Dolores Wooldridge; and by accepting an indemnity agreement from the Administratrix of the Estate of Dolores Wooldridge. (Tax Collector) (Superior Court Nos. 913-696 and 903-033; Legal Division File BDR 9913)

ACTION:

16. File 46-92-14. [Settlement of Lawsuit] Ordinance authorizing settlement of Stephen C. Flahaven v. Richard A. La Cava, et al., and related actions, upon receipt of the sum of \$7,500 less one-half costs and dismissal of complaint. (City Attorney) (Municipal Court Consolidated Action No. 021-668)

ACTION:

17. File 46-92-15. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. John Lloyd Hipp, et al., upon receipt of the sum of \$7,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 079-623)

ACTION:

18. File 48-92-15. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Neva Olson by payment of \$35,000. (City Attorney)

ACTION:

19. File 48-92-16. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Flair Diversified Properties, Inc., by payment of \$50,000. (City Attorney)

ACTION:

20. File 48-92-17. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Merrill D. Mecham by payment of \$10,000. (City Attorney)

ACTION:

21. File 48-92-18. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Jose Alarcon by payment of \$15,000. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

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July 23, 1992

TO: Administration and Oversight Committee  
FROM: Budget Analyst *Recommendations*  
SUBJECT: July 27, 1992 Special Administration and Oversight Committee Meeting

Item 1 - File 251-92-1

Proposed Ballot Measure: Charter Amendment

Draft: First

Section Affected: Section 3.674 relating to the funding of the Retirement System.

Description: 1. City contributions to the Retirement System are governed by Section 3.674 of the San Francisco Charter. Total retirement contributions are divided between a normal contribution rate and an unfunded liability payoff. City contributions are calculated to be the amount (as determined to be a percentage of payroll in the annual City budget) needed to fund future retirement benefits after the current assets, future employee contributions and future asset growth have been taken into account. The City contribution must make up this gap.

2. Presently, Charter Section 3.674 provides that the portion of liability not provided by the normal contribution rate (i.e. the current unfunded liability) shall be amortized over a period not to exceed 20 years. This proposed Charter Amendment would extend the period to 25 years. The major portion of the

Retirement System's current unfunded liability will be paid off by the end of fiscal year 1999-2000. If this Charter Amendment is approved, the amortization period could be extended to the end of fiscal year 2004-05.

3. A review of other Retirement Systems throughout California as reported by the State Controller, finds that amortization periods for unfunded liabilities range from 10 years to 47 years. The average for cities is about 25 years and the average for all California counties is 18 years. However, the average for the 21 California counties covered under the County Retirement Law of 1937, which includes the 21 California counties in the Public Employees Retirement System (PERS), is 30 years (Section 31453.5 of the Government Code). In addition, for these 21 California counties under the County Retirement Law of 1937, pending Senate Bill No. 1107 would make Boards of Supervisors, in addition to Retirement Boards, responsible for extending unfunded obligations up to 30 years.

**Effect on the Cost  
of Government:**

By amortizing any debt over a longer period of time, interest payments, and total payments will of course increase as the period of amortization lengthens. In this case, an extension of up to five years for amortization of the unfunded liability will result in savings for the Fiscal Years 1992-93 through 1999-2000. For the Fiscal Years 2000-01 through 2004-05 however, additional costs will be incurred because the "debt" is being repaid with interest over a longer period.

Overall, the nominal value of the net cost between the current 1992-93 Fiscal Year and Fiscal Year 2004-2005, resulting from the payments over the extended five year period and the related interest costs, would amount to approximately \$210.4 million. When compared on a net present value basis, using an 8% rate of return threshold, the sum of the benefits and costs over the 13-year period from the current fiscal year to 2004-2005 is zero dollars as opposed to the nominal cost of \$210.4 million.

The table on the next page summarizes the total savings and costs over the remainder of a 25 year amortization period that would be permitted should this proposed Charter Amendment be approved.

**Anticipated Savings (Cost)  
 if Current Amortization Period for Unfunded Liabilities Were Extended  
 Five Years from June 30, 2000 to June 30, 2005**  
 (in thousands)

<u>Fiscal Year</u>	<u>Unfunded Liability Payoff by 2000</u>	<u>Unfunded Liability Payoff by 2005</u>	<u>Difference</u>
1992-93	\$208,247	\$172,340	\$35,907
1993-94	209,927	172,225	37,702
1994-95	218,530	178,943	39,587
1995-96	227,469	185,902	41,567
1996-97	236,755	193,110	43,645
1997-98	246,401	200,574	45,827
1998-99	256,420	208,301	48,119
1999-00	266,825	216,300	50,525
2000-01	124,538	224,578	(100,040)
2001-02	128,101	233,143	(105,042)
2002-03	131,709	242,003	(110,294)
2003-04	135,358	251,166	(115,808)
2004-05	<u>139,951</u>	<u>262,076</u>	<u>(122,125)</u>
Total	\$2,530,231	\$2,740,661	(\$210,430)
Net Present Value at 8%			\$ 0

**Comments:**

1. According to the Controller's Office, the General Fund savings for the unfunded liability, including Police, Fire and Miscellaneous employees, is approximately 81 percent of the total savings. The savings over the period 1992-93 through 1999-2000 would total \$342.9 million. \$277.7 million of this amount would be savings to the General Fund. Similarly, of the \$210.4 million total cost over the amortization schedule, approximately \$170.4 million would have to be paid by General Fund sources.

2. According to the City Attorney's Office, the savings from an extended payback period for unfunded liabilities could be made retroactive to 1992-93 if such language were included in a proposed Charter Amendment that the voters subsequently approve. The proposed Charter Amendment contains such language.

**Recommendation:**

The proposed Charter Amendment is a policy matter for the Board of Supervisors.



Memo to Administration and Oversight Committee  
July 27, 1992 Special Administration and Oversight Committee Meeting

Item 2 - File 229-91-4

**Proposed Ballot**

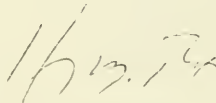
**Measure:** Charter Amendment

**Draft:** Skeletal

**Section Affected:** The proposed Charter Amendment would amend Sections 8.409, 8.409-1, 8.409-2, 8.409-3, 8.409-4, 8.409-5, and 8.409-6.

**Description:** The proposed Charter Amendment would amend the Charter as it relates to the rights and obligations of employees and employer concerning bargaining and impartial arbitration of employment disputes for Miscellaneous employees. However, no additional information is available regarding this proposed Charter Amendment.

**Effect on the Cost of Government:** The skeletal proposed Charter Amendment does not identify which specific procedures would be implemented. Therefore, the potential additional costs from the proposed skeletal Charter Amendment are unknown at this time.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden

Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



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MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JULY 28, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

22. File 97-92-16 Hearing to consider legislation amending the Administrative Code placing the Film and Video Commission under the control of the Chief Administrative Officer. (Supervisors Alioto, Hallinan)

ACTION:

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Board of Supervisors

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July 24, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** July 28, 1992 Administration and Oversight Committee Meeting

Item 1 - File 13-92-8

**Note:** The proposed resolution was continued to the Call of the Chair at the Administration and Oversight Committee meeting of June 9, 1992.

1. The proposed resolution would support the redirection of 25 percent of Federal, State and County funds for nursing homes and institutionalization to self-directed community-based personal assistant services.

2. According to Mr. David Ishida of the Commission on Aging, the Federal and State funding which is currently provided to nursing home clients is through reimbursements received through Medicare and MediCal. Mr. Ishida reports that the greatest amount of County funds are provided to Laguna Honda Hospital (LHH), which provides skilled nursing care which includes hospice, respite and rehabilitation to seniors and AIDS care to non-seniors and seniors. LHH is projecting that for fiscal year 1992-93, their total revenues will be approximately \$100.7 million, and approximately \$8.7 million (approximately 8.6 percent of total projected revenues) would be General Fund monies. This General Fund contribution for LHH represents approximately a 35 percent decrease in the General Fund contribution for FY 1991-92 of \$13.4 million. The proposed resolution would support the redirection of 25 percent of these Federal, State and County funds (approximately \$25 million of LHH's total revenues of \$100.7 million for FY 1992-93) to self-directed community-based personal assistant services.

3. According to Ms. Susan Ehrlich of the Department of Public Health (DPH), Federal and State MediCal and Medicare revenues at LHH are patient generated, meaning that LHH has these funds because the patients are provided services at LHH. Ms. Ehrlich reports that those funds are not available to be redirected for other uses without extensive and complex applications for waivers of MediCal and Medicare rules. In addition, Ms. Ehrlich reports that if 25 percent of LHH's operating budget were reduced, the result would be a reduction

of service to 217 patients and a loss of about 400 jobs. Ms. Ehrlich also reports that LHH currently has approximately 100 persons on its waiting list. Ms. Ehrlich indicates that if the bed capacity at LHH were reduced, there would also be a significant revenue loss at San Francisco General Hospital (SFGH) because SFGH discharges patients who no longer need acute care to LHH when they need nursing care. Ms. Ehrlich explains that if nursing beds are no longer available, those patients would "back up" at SFGH and would not be reimbursed by MediCal or Medicare, where otherwise LHH would be reimbursed for these patients.

3. According to Ms. Meg Doherty of the Long-Term Care Local Ombudsman program, the total amount of Federal and State funds which are provided to nursing homes would be based upon the number of patients eligible for Medicare and MediCal, and also the number of nursing homes and institutions located in San Francisco. However, the amount of Federal and State funds which are currently provided to nursing homes is not readily available.

4. Ms. Doherty reports that existing programs which provide personal assistance services rather than institutionalization are through the Adult Day Health Services, of which there are 11 sites in San Francisco, and also through the Department of Social Services (DSS) In Home Support Services Program (IHSS). According to the DSS, for fiscal year 1991-92, the IHSS Program received approximately \$32.7 million, consisting of \$21.3 million in Federal and State funds, and \$11.4 million in County funds (i.e., General Fund monies). According to the DSS, the County share represents a required 35 percent match of Federal and State funds under the IHSS program. Although the proposed resolution does not specify what programs would be considered as self-directed community-based personal assistant services, assuming that the IHSS would be one of these programs, the proposed resolution would support the redirection of 25 percent of these Federal, State and County funds which are currently provided to nursing homes to the IHSS program.

5. Based upon 1990 census information provided through the Long-Term Care Local Ombudsman program, there are approximately 137,748 seniors in San Francisco. According to Ms. Doherty, those seniors which are living alone, and at risk for institutionalization are 35,542, or approximately 26 percent of the seniors in San Francisco.

6. As noted in "A Study of California's Publicly Funded Long-Term Care Programs," completed by the California Health and Welfare Agency, the Department of Health estimates that the growth of nursing home beds has not kept pace with increases in the aged population. In addition, the report noted that the number of nursing home beds per aged in California shows a similar decline from 49 per 1,000 in 1978 to 42 per 1,000 in 1986. The report also notes that in 1986, California ranked 41st nationally in the ratio of beds per aged. The proposed resolution would support the redirection of 25 percent of Federal, State and County funds currently provided to nursing homes to self-directed community-based personal assistant services, even though these statistics show that the growth of nursing home beds has not kept pace with increases in the aged population.

7. The Finance Committee considered a resolution (File 170-92-6) which would have determined and declared the public interest and necessity to issue \$548.4 million in General Obligation bonds for the construction and reconstruction of long-term care facilities, including replacement of Laguna Honda Hospital (LHH) facilities and improvements to existing Laguna Honda Hospital (LHH) structures. This proposed bond measure would have expanded the existing Laguna Honda Hospital, which would have resulted in the need for additional Federal, State and County funds to be used to operate this facility. The Finance Committee decided to defer this proposed bond issue until fiscal year 1993-94. LHH did not request any funds for capital improvements in FY 1992-93, anticipating that capital projects could be funded through this bond issue, which may be reintroduced for voter approval in November, 1993.

### **Recommendation**

Approval of the proposed resolution, which would support the redirection of 25 percent of Federal, State and County funds for nursing homes and institutionalization to self-directed community-based personal assistant services, is a policy matter for the Board of Supervisors.



Memo to Administration and Oversight Committee  
July 28, 1992 Administration and Oversight Committee Meeting

Item 6 - File 60-92-6

- Item:** Hearing to consider the Registrar of Voters options for designing the ballot card to accommodate an extra long ballot.
- Description:** Generally, a single ballot card is used in San Francisco elections. According to Ms. Germaine Wong, Registrar of Voters, although the number of items on the November 1992 cannot be predicted at this time, there is a greater potential for an extra long ballot during even-numbered years. Ballots during even-numbered years always include either a gubernatorial or a presidential election. In addition, Ms. Wong advises that the number of candidates for the Board of Supervisors has increased in recent years. Ms. Wong advises that two years ago, the Registrar of Voters had difficulty fitting all of the ballot items on a single card. According to Ms. Wong, four years ago, two ballot cards were used instead of one to accommodate a long ballot. This hearing is to consider options, such as the use of two ballot cards instead of one, that would accommodate an extra-long ballot.
- Comment:** The proposed redesigning of the ballot would not require legislation or a vote by the Board of Supervisors, but is instead entirely the decision of the Registrar of Voters. However, Ms. Wong advises that the Registrar of Voters requested a hearing in order to solicit opinions from the public and the Board of Supervisors.



Item 22 - File 97-92-16

1. This item is a hearing to consider two draft ordinances to amend the Administrative Code to place the Film and Video Arts Commission under the control of the Chief Administrative Officer (CAO). Presently, the Commission is under the control of the Mayor.

2. Chapter 57 of the City's Administrative Code, approved by the Board of Supervisors in 1990, established the Film and Video Arts Commission, including the appointment, powers and compensation of the Commissioners and the Executive Director. The Film Commission is appointed by the Mayor. Previously, there was no Film Commission. Instead, a Film Coordinator was appointed directly by the Mayor.

3. The Film Commission is responsible for developing, recognizing, and promoting film and video activities in San Francisco (Administrative Code §57.3). The Commission consists of eleven unpaid members and one Executive Director at an annual salary of \$47,659, to be funded by the Film Production Special Fund. (For information regarding the Film Production Special Fund, see Comment 8.) In addition, an Administrator position, at an annual salary of \$47,659, was established in May of 1992. The Administrator is responsible for permit issuance, is funded from the Mayor's General Fund budget. Members are appointed by the Mayor to serve four year terms. According to the Administrative Code, the Commission is to consist of outstanding members of the community who are broadly representative of ethnic, racial, gender, age and sexual orientation groups. The President of the Art Commission is also invited to serve as a nonvoting, ex-officio member of the Film Commission. The Film Commission is empowered to select a Chair and to appoint the Executive Director, who is to serve as department head at the pleasure of the Film Commission. (Administrative Code §57.2)

4. According to Ms. Kathryn Pennypacker of the City Attorney's Office, the Film Commission was properly created, in conformance with the Charter, by the Board of Supervisors upon the recommendation of the Chief Administrative Officer (CAO) and the Mayor. A "properly" created commission may be dismantled by the Board of Supervisors upon the recommendation of the Chief Administrative Officer and the Mayor, Ms. Pennypacker reports. Alternatively, the Board of Supervisors may introduce a Charter amendment to either abolish the Film and Video Arts Commission or to place the Commission under any organization it so chooses, subject to approval of the electorate. Any such Charter amendment introduced by the Board of Supervisors would require approval as to form by the City Attorney's Office.

5. According to the title of this hearing, this hearing is to consider an amendment to the Administrative Code to place the Film and Video Arts Commission under the control of the CAO. However, according to the proposed draft ordinances, the Administrator position, which is responsible for permit issuance, would be retitled "Film Coordinator" and moved to the CAO's Office. The Executive Director position, which is responsible for promoting San Francisco as a location to make films, and the Film Commission itself would remain under the Mayor's Office.



6. According to Ms. Kary Schulman of Grants for the Arts Program, the CAO Film Coordinator could be funded from the Grants for the Arts Program (which is funded by Hotel Tax Funds), if the Film Coordinator was also responsible for Grants for the Arts related activities, such as auditing and parade permitting. The Grants for the Arts Program revenues are used to fund arts, cultural and promotional programs which favorably publicize the City of San Francisco. In 1992-93, the Grants for the Arts Program anticipates expending approximately \$8.4 million for these purposes. Ms. Schulman advises that the Grants for the Arts Program generally provides funds to the Film Commission for specific promotional projects in the amount of approximately \$22,000 annually. To offset the cost of the Film Coordinator, such grants would no longer be made, according to Ms. Schulman. The Film Commission would continue to be funded by the Mayor's General Fund Budget. The Film Production Special Fund, now being expended entirely on the salary of the Executive Director, would revert to its former use for advertising and other promotional activities. The net result of the proposed legislation would be an added annual cost to the City of \$47,659 plus fringe benefits for the Film Coordinator position, less \$22,000 in promotional grant funds, to be funded from Grants for the Arts Hotel Tax Funds. Again, currently, the Administrator position is funded by the Mayor's General Fund budget, while the Executive Director is funded by the Film Production Special Fund. The Administrator (retitled Film Coordinator) would be funded by Grants for the Arts Hotel Tax funds, the Executive Director would be funded by the Mayor's General Fund budget, and the Film Production Special Fund would be used for other purposes.

7. In addition to the added cost to the City, if the proposed draft ordinances were approved, activities related to film and video arts would be separated rather than centralized under a single office.

8. San Francisco's Film and Video Arts Commission raises revenue through use agreements with organizations seeking to engage in outdoor film productions in San Francisco. Such agreements must reimburse the various City departments for filming, including the cost of providing City employees, equipment and rental facilities. Individual City departments are responsible for billing the film producers directly for all of the costs incurred through their film making. In addition, the following daily charges are assessed by the Film Commission to producers:

Videos, documentaries, print, travel or corporate/ industrial films	\$100
Commercials	200
Television programs or feature films	300
Student, educational or nonprofit productions	no charge

These fees have not been altered since the Commission was established in 1990. 50 percent of the revenue generated by these fees is deposited in a reserve fund for departments that incur costs related to film productions. The remaining 50 percent of the daily fees is deposited in a Film Production Special Fund (Administrative Code §57.5). According to the Controller, the actual amount collected in Fiscal Year 1991-92, as of May 31, 1992 (eleven months) was \$42,230.



The Budget Analyst projects that the total amount collected for Fiscal Year 1991-92, including June, would be \$46,069. Revenue may also accrue to the Film Production Special Fund from fundraising activities and grants. According to Ms. Robin Eickman, Administrator of the Film Commission, generally, \$50,000 per year accrues to the Film Production Special Fund from all activities, including permit fees and fundraising. In addition, Ms. Schulman advises that the Grants for the Arts Program generally provides the Film Commission with an average annual grant of \$22,000 for specific promotional projects.

9. The Film Production Special Fund is designated exclusively for promoting San Francisco as a location for film productions. Ms. Eickman advises that, in the past, the Film Production Special Fund monies have supported such promotion and marketing efforts as single advertisements in film industry publications, listings in film industry directories, sales calls and attending trade shows and the design and printing of an information packet for those who receive film permits. Until May 1992, the Executive Director position was responsible for permit issuance and funded through the Mayor's General Fund budget. As of May 1992, the Executive Director position has been responsible for promoting San Francisco as a location for film productions and funded by the Film Production Special Fund. The Administrator position, which is currently responsible for permit issuance, was newly created in May 1992. The Executive Director and the Administrator each earn an annual salary of \$47,659 plus fringe benefits.

10. Since revenues to the Film Production Special Fund equal approximately \$50,000 annually, if no additional revenues are generated, as of May 1992, such activities as advertising and production of promotional materials are no longer supported by the Film Production Special Fund, because the entire Film Production Special Fund is used for the salary of the Executive Director. Although there has been discussion that the Executive Director position could be self-sustaining by generating additional revenues, there is no hard documentation available to support such revenue estimates.

11. The proposed draft legislation that is under consideration would remove the Administrator from the Mayor's Office and place that position under the CAO, to be funded by Hotel Tax Funds. Although some of these Hotel Tax Funds might be generated as a result of Film Office activities, a number of factors influence filmmakers' location decisions including but not limited to the extent to which (1) filmmakers decide to film in San Francisco, and (2) tourists who have seen San Francisco in films visit San Francisco as a direct result of the work of the Film Commission. In addition, a number of variables affect the amount of Hotel Tax paid by the film industry in San Francisco. Ms. Eickman reports, such as the portion of production workers who are San Francisco residents and therefore do not stay at hotels during the production of the film. Due to the number of variables affecting the extent to which Hotel Tax revenues are generated as a result of Film Office activities, the exact amount of such revenues cannot be determined at this time.

12. In response to the Association of Film Commissioners International survey, 49 City Film Offices listed their funding sources. Of these, ten, or over 20 percent, reported receiving at least some portion of their funding from Hotel Taxes.



13. Based on a survey conducted by the California Film Commission, approximately 22 percent of the amount film producers spend on location, not including personnel, equipment and other expenses that are incurred out-of-town, are allocated to payment for hotel rooms. The estimated total amounts spent by visiting film producers in 1992, ranging from \$121.6 million to \$128 million, represent the aggregate amount of all visiting producers' in-town budgets, according to the 1987 Film Advisory Council report. San Francisco's Hotel Tax is currently 11 percent of the cost of a hotel room. Therefore, based on 22 percent of amounts spent on location for hotels (assuming that all production staff stay in San Francisco hotels), the estimated amounts spent by visiting producers in 1992, and the City's 11 percent Hotel Tax, the maximum amount of Hotel Tax revenues which would be generated by the film industry in 1992 would be as follows:

(1)	(2)	(3)
Estimated Amounts Spent by Visiting Producers	Estimated Amount Spent for Hotel Rooms by Visiting Producers*	Estimated Maximum Hotel Tax Generated by Stays in Hotel Rooms by Film Industry**
\$121,600,000	\$26,752,000	\$2,942,720
128,000,000	28,160,000	3,097,600

\*Based on 22 percent of estimated amounts spent on visiting productions.

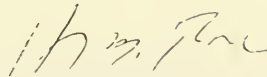
\*\*Based on 11 percent of estimated hotel costs for visiting productions; assumes that all film production personnel stay in San Francisco hotels.

14. The 11 percent Hotel Tax includes a 1.75 percent General Fund Surcharge and a 1.25 percent Moscone Center Surcharge. In addition, the General Fund receives a portion of the remaining eight percent Hotel Tax that is not specifically allocated for other uses. The total amount of Hotel Tax revenue included in the 1992-93 Annual Appropriation Ordinance is \$76.6 million, including special revenue and General Fund revenue. Of this, approximately \$51 million is specifically allocated for various purposes, including the Yerba Buena Center Fund (which includes 10 percent of total Hotel Tax revenues, excluding surcharges, to the San Francisco Convention and Visitors Bureau), the War Memorial, Low Income Housing, Candlestick Park Fund, Publicity and Advertising Fund, and Administration. \$7.9 million is allocated to the Moscone Center Expansion Project. \$17.7 million is allocated to the General Fund.

15. Historically, Hotel Tax funds have not been distributed based on the portion of Hotel Tax funds attributable to different industries. The proposed funding of the Administrator from Hotel Tax Funds, at \$47,659 plus fringe benefits, would result in a reduction to the Hotel Tax revenues presently allocated to the Grants for the Arts Program by the Administrator's total salary, less an average of \$22,000 in promotional grant funds that have been provided annually to the Film Commission in the past, but which would be terminated if the proposed reorganization were approved.



Memo to Administration and Oversight Committee  
July 28, 1992 Administration and Oversight Committee Meeting



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey



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CALENDAR

SPECIAL MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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MONDAY, AUGUST 3, 1992 - 1:30 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 60-92-8. Hearing to consider submitting ballot measure which would make it City Policy that City officers and full-time employees commute to and from work at least twice weekly on one of the regional public transit systems. (Supervisor Hallinan)

ACTION:

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Board of Supervisors  
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CITY AND COUNTY



OF SAN FRANCISCO

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ATTN: Gerry Roth

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

July 31, 1992

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**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendation*  
**SUBJECT:** August 3, 1992 Special Administration and Oversight Committee Meeting

### Item 1 - File 60-92-8

1. This item is a hearing to consider submitting a ballot measure which would make a declaration of City policy that City officers and full-time employees commute to and from work at least twice weekly on one of the regional public transit systems.

2. The regional public transit systems that serve San Francisco include Alameda-Contra Costa (AC) Transit, Bay Area Rapid Transit (BART) District, Golden Gate Bridge, Highway and Transportation District (includes the Bus Transit and Ferry Service Divisions), San Mateo County Transit District, Caltrain-Peninsula Rail Service and the San Francisco Municipal Railway (MUNI).

3. This proposal was initially circulated as a petition. However, the Registrar of Voters reports that the proposal was not submitted to the Registrar of Voters by the July 22, 1992, deadline to make the November, 1992, ballot. According to Mr. Neville Stocken of the Take Back San Francisco ad hoc committee, the petition continues to be circulated for submission to the Registrar of Voters by the December 22, 1992, deadline for the June, 1993, ballot.

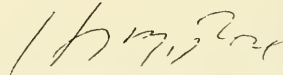
4. The Introduction to the City's Master Plan and a 1973 Board of Supervisors Resolution (189-73) express the City's "Transit First" planning policies for optimizing the use of public transportation.

5. The proposed ballot measure does not contain any provision for monitoring or insuring that City officers and full-time employees comply with the proposed City policy. However, MUNI currently uses regular Police Department Officers to provide security services on buses. A Police Officer obtains the bus driver's signature on a form when the Officer boards a bus in order to record the Officer's presence as assigned. MUNI states that this procedure of insuring that Police Officers are performing their assignments is cumbersome. Such a system to record compliance

Memo to Administration and Oversight Committee  
August 3, 1992 Special Administration and Oversight Committee Meeting

could be used to monitor the proposed requirement for City employees to use public transit systems but would require cooperation of the various transit systems and would be a cumbersome solution based on MUNI's experience.

6. To the extent that the proposed declaration of policy would cause additional ridership on MUNI, additional farebox revenues would be received. MUNI does not anticipate any additional costs would be incurred to provide these services to City officers and employees and MUNI has not made any estimates of the potential increase in farebox revenues resulting from the proposed declaration of policy.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

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CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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Civic Center  
S.F. CA 94102

D 0246

TUESDAY, AUGUST 11, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 33-92-2. Consideration of confirming the Mayor's appointments of Frank J. O'Neill and Ming Chang to the San Francisco Port Commission. (Mayor)

ACTION:

2. File 33-92-3. Consideration of confirming the Mayor's appointments of Ben Hom, Cynthia Choy Ong and Clarence R. Stern to the San Francisco Redevelopment Agency Commission. (Mayor)

ACTION:

3. File 89-92-11. [State Disability Insurance] Resolution authorizing enrollment of Classification 1275 Manager, Bureau of Personnel & Training (PUC) in the State Disability Insurance Program. (Office of Mayor's Employee Relations Division)

ACTION:

4. File 89-92-12. [State Disability Insurance] Resolution authorizing enrollment of Classifications 0583 Assistant Clerk of Superior Court, 1126 Public Administrator, 1131 Assistant Public Administrator, Public Guardian and 1807 Management Informations Systems Tech II in the State Disability Insurance Program. (Office of Mayor's Employee Relations Division)

ACTION:

5. File 89-92-13. [State Disability Insurance] Resolution authorizing enrollment of Classifications 9373 Manager of Marketing in the State Disability Insurance Program. (Office of Mayor's Employee Relations Division)

ACTION:

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6. File 93-92-30. [MOU] Resolution ratifying memorandum of understanding with Pile Drivers, Carpenters, Bridge, Wharf and Dock Builders, Local No.34. (Office of Mayor Employee Relations Division)

ACTION:

7. File 93-92-31. [Letter of Agreement] Resolution ratifying amendment to Letter of Agreement between the City and County of San Francisco and the International Union of Operating Engineers Stationary Local 39. (Office of Mayor Employee Relations Division)

ACTION:

8. File 104-92-1. Hearing to consider salary standardization for Municipal Railway Transit Workers. (Supervisor Hallinan)

ACTION:

9. File 166-92-4. [Legal Authorization to Sue] Resolution authorizing Tax Collector to institute proceedings for the recovery of value rendered at hospital facilities operated by the San Francisco Department of Public Health. (Tax Collector)

ACTION:

10. File 229-91-5. To consider (First Draft) ballot argument concerning collective bargaining for miscellaneous employees as described in Section 8.401 of the Charter. (Supervisor Shelley)

ACTION:

11. File 218-92-2. To consider (First Draft) ballot argument concerning increasing retirement allowances of miscellaneous officers and employees retired prior to July 2, 1991, from \$0 to \$75. (Supervisor Kennedy)

ACTION:

12. File 229-92-2. To consider (First Draft) ballot argument concerning financing construction or improvement of capital facilities or purchase of equipment. (Supervisor Hsieh)

ACTION:

13. File 242-92-2. To consider (First Draft) ballot argument concerning the coordination of retirement benefits for safety employees and miscellaneous employees. (Supervisors Achtenberg, Maher, Shelley)

ACTION:

14. File 60-92-9. To consider ballot arguments for any proposition for which no other Supervisor has submitted an argument. (Supervisor Shelley)

ACTION:

CLOSED SESSION – LITIGATION

15. File 45-92-45. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Kam Chu Wong against the City and County of San Francisco by payment of \$24,900. (City Attorney) (Superior Court No. 899-881)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

CITY AND COUNTY



OF SAN FRANCISCO

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## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

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August 6, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** August 11, 1992 Administration and Oversight Committee Meeting

### Item 3 - File 89-92-11

**Item:** The proposed resolution would authorize enrollment of classification 1275 Manager, Bureau of Personnel & Training (PUC) in the State Disability Insurance (SDI) Program.

**Description:** The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

The following classification in the Public Utilities Commission, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

Memo to Administration and Oversight Committee  
August 11, 1992 Administration and Oversight Committee Meeting

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
1275	Manager, Bureau of Personnel & Training	1

**Comment:** The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the single employee in the 1275 Manager, Bureau of Personnel & Training classification.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 4 - File 89-92-12

**Item:** The proposed resolution would authorize enrollment of classification 0583 Assistant Clerk of Superior Court, 1126 Public Administrator, 1131 Assistant Public Administrator, Public Guardian, and 1807 Management Informations Systems Tech. II in the State Disability Insurance (SDI) Program.

**Description:** The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

The following classifications in the Superior Court, Public Administrator, Public Guardian, and County Education Office which are not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
0583	Asst. Clerk of Superior Court	1
1126	Public Administrator	1
1131	Asst. Public Administrator, Public Guardian	1
1807	Management Informations Systems Tech. II	12

**Comment:** The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the single employee in the 0583 Asst. Clerk of Superior Court classification, the single employee in the 1126 Public Administrator classification, the single employee in the 1131 Asst. Public Administrator classification, Public Guardian, and a majority of employees in the 1807 Management Informations Systems Tech. II classification.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
August 11, 1992

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 5 - File 89-92-13

**Item:** The proposed resolution would authorize enrollment of classification 9373 Manager of Marketing, Port Commission, Cargo Services Division in the State Disability Insurance (SDI) Program.

**Description:** The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

The following classification in the Port Commission, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
9373	Manager of Marketing	1

**Comment:** The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the single employee in the 9373 Manager of Marketing classification.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 8 - File 104-92-1

1. This item is a hearing to consider Civil Service Staff's Report No. 2187-92, which is a certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1992-93.

2. Charter Section 8.404 provides that the Board of Supervisors fix a wage schedule for each classification of platform employees and coach and bus operators of the Municipal Railway (MUNI), which does not exceed the average of the two highest rates found in the Civil Service survey of wage rates paid to transit operators in municipalities with a population of not less than 500,000 and normally employing not less than 400 operators. (See attachment for the results of this survey). In prior years, this Charter Section has been approved by the Board of Supervisors to provide that the wages for MUNI platform operators are set at the average of the two highest rates found in the survey.

3. The current basic hourly rate for Transit Operators employed by MUNI is \$17.55 per hour. Section 4.2 of the MUNI Operator Memorandum of Understanding (MOU), which was previously approved by the Board of Supervisors, for the four year period from July 1, 1991, through June 30, 1995, regarding the basic hourly rate for 1992-93, states the following:

The basic wage rate(s) established for fiscal year 1992-93 and fiscal year 1993-94 shall be the average of the two highest wage schedules certified by the Civil Service Commission pursuant to Section 8.404 of the San Francisco Charter for fiscal years 1992-93 and 1993-94, plus any allowable cost of living allowance.

4. The Civil Service survey of transit districts found that the highest transit wages are paid by the Santa Clara County Transit District (\$18.33 per hour effective July 1, 1992) and the Washington Metropolitan Area Transit Authority in Washington, D.C. (\$17.64 per hour effective July 1, 1992). The current average of the wages paid by these two districts is \$17.985 per hour effective July 1, 1992. This represents an increase of \$0.435 or approximately a 2.48 percent over the current MUNI hourly rate of \$17.55 as of July 1, 1992. If the same percentage increase of 2.48 percent were applied to the current trainees' basic rate of \$11.06 per hour, the new trainees' basic hourly rate would be \$11.33.

5. Mr. John Madden of the Controller's Office reports that the 2.48 percent increase in MUNI Operator salaries for fiscal year 1992-93 will cost approximately \$2,525,869. Based on preliminary estimates of Salary Standardization increases for Nurses and Firefighters, Mr. Madden estimates that there will be a balance of approximately \$0.5 million in the Reserve for Salary Standardization that can be transferred to the General Fund after transferring funds from the \$16,879,893 Reserve for Salary Standardization for the increased salary costs of Nurses, Firefighters and MUNI Operators.

6. Ms. Kathleen Kelly of the Public Utilities Commission (PUC) reports that MUNI has budgeted \$82,734,821 for Operator salaries in fiscal year 1992-93, before

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Salary Standardization. With the addition of the \$2,525,869 transfer from the Reserve for Salary Standardization for the 2.48 percent increase for fiscal year 1992-93, the total salary budget for MUNI Operators is \$85,260,690.

7. Section 8.404(f) of the Charter also provides for the establishment of a Trust Fund for MUNI Operators for vacation, retirement and health service benefits. The 1992-93 MUNI budget includes a \$11.6 million allocation for the Trust Fund, as required by the MUNI Operator MOU.

**Comment:**

The last phrase of Section 4.2 of the MUNI Operator MOU cited in Point 3, above, "plus any allowable cost of living allowance." refers to any mid-year cost of living increases for the two other jurisdictions upon which the MUNI Operator hourly salary increase is based. This phrase does not apply to the proposed MUNI Operator salary increase for fiscal year 1992-93 because neither of the two other jurisdictions are scheduled for mid-year increases in 1992-93.

**Recommendation:**

In accordance with the MUNI Operator MOU, previously approved by the Board of Supervisors, prepare in and report out an ordinance to effect the hourly wage increases resulting from the Civil Service survey.

7/24/92-

**TRANSIT OPERATOR SURVEY  
JULY 1, 1992**

CITY	OPERATORS	TRANSIT COMPANY	HR. RATE
SAN FRANCISCO, CA	1983	SAN FRANCISCO MUNICIPAL RAILWAY	17.55
SAN JOSE, CA	1004	SANTA CLARA COUNTY TRANSIT DISTRICT	18.33
WASHINGTON, DC	2472	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY	17.64
BOSTON, MA	2028	MASSACHUSETTS BAY TRANSPORTATION AUTHORITY	17.57
LOS ANGELES, CA	4293	SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT	17.28
NEW YORK, NY	8000	NEW YORK CITY TRANSIT AUTHORITY	16.94
CHICAGO, IL	5400	CHICAGO TRANSIT AUTHORITY	16.40
SEATTLE, WA	1604	MUNICIPALITY OF METROPOLITAN SEATTLE	16.07
SAN DIEGO, CA	580	SAN DIEGO TRANSIT CORPORATION	15.37
BALTIMORE, MD	1209	MARYLAND MASS TRANSIT ADMINISTRATION	15.32
CLEVELAND, OH	1230	GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	14.50
MILWAUKEE, WI	924	MILWAUKEE COUNTY TRANSIT SYSTEM	14.14
PHILADELPHIA, PA	2500	SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTH.	14.43
COLUMBUS, OH	440	CENTRAL OHIO TRANSIT AUTHORITY	14.34
HOUSTON, TX	1250	METROPOLITAN TRANSIT AUTHORITY	12.95
PHOENIX, AZ	518	PHOENIX TRANSIT SYSTEM	12.77
DETROIT, MI	1100	DETROIT DEPARTMENT OF TRANSPORTATION	12.61
DALLAS, TX	750	DALLAS AREA RAPID TRANSIT SYSTEM	12.38
SAN ANTONIO, TX	598	VIA METROPOLITAN TRANSIT	11.76

TRANSIT.WK3



Item 9 - File 166-92-4

**Department:** Tax Collector  
Department of Public Health (DPH)

**Item:** Resolution authorizing the Attorney for the Tax Collector to institute legal proceedings for the recovery of value rendered at hospital facilities operated by the San Francisco Department of Public Health.

**Amount:** \$24,199.10

**Description:** The proposed resolution would authorize the Attorney for the Tax Collector to begin legal proceedings to recover a total of \$24,199.10 for unpaid medical services rendered by San Francisco General Hospital to two patients. The Attorney for the Tax Collector reports that this resolution pertains to recovering monies from the spouses of the patients. The patients received care at San Francisco General Hospital but did not pay for the care.

State Welfare and Institutions Code Section 17300 requires that the Attorney for the Tax Collector receive authorization by the Board of Supervisors before legal proceedings may be instituted against the responsible relative. The account numbers and amounts involved are as follows:

<u>Account Number</u>	<u>Amount</u>
SFGH 86-626609041100	\$13,029.47
SFGH 86-01106111012500	<u>11,169.63</u>
Total	\$24,199.10

**Comments:** 1. The Tax Collector's Office reports that the files of its Bureau of Delinquent Revenue reflect that at the time of hospitalization and at the present time, the spouses named as the responsible relatives were and are financially able to pay for these unpaid hospital bills.

2. However, the Tax Collector's Office advises that it is requesting authorization under this proposed legislation in order to legally determine if in fact the spouses of the two patients are the responsible relatives. The spouses have claimed that they are not liable for the unpaid hospital bills because they were living apart from the patients at the time the medical services were provided. The Tax Collector's Office adds that this legislation only pertains to the recovery of monies from the spouses because the patients' liability for

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CLOSED LITIGATION

6. File 46-92-17. [Settlement of Lawsuit] Authorizing settlement of Roger Varela against BPS Guard Services, Inc., et al., upon receipt of the sum of \$10,000 and dismissal of complaint. (City Attorney)

ACTION:

7. File 46-92-18. [Settlement of Lawsuit] Resolution authorizing settlement of Barbara Jones, et al., against Donald R. Cohen, et al., upon receipt of the sum of \$1,750 and release of lien. (City Attorney)

ACTION:

8. File 48-92-19. [Settlement of Claim] Resolution authorizing settlement of litigation of Business Tax Refund Claim of Hamilton Saving Bank against the City and County of San Francisco by payment of \$100,000. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE

Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

0.04

192

C A L E N D A R

SPECIAL MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

AUG 19 1992

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MONDAY, AUGUST 24, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 229-92-3. [Ballot Argument] Hearing to consider rebuttal to opponent's ballot argument against Proposition D, charter amendment concerning financing construction or improvement of capital facilities or purchase of equipment. (Supervisor Hsieh)

ACTION:

2. File 229-91-S.1. [Ballot Argument] Hearing to consider rebuttal to opponent's ballot argument against Proposition E, charter amendment concerning collective bargaining for miscellaneous employees. (Supervisor Shelley)

ACTION:

3. File 218-92-3. [Ballot Argument] Hearing to consider rebuttal to opponent's ballot argument against Proposition F, charter amendment concerning increasing retirement allowances of miscellaneous officers and employees retired prior to July 2, 1991. (Supervisor Kennedy)

ACTION:

4. File 242-92-3. [Ballot Argument] Hearing to consider rebuttal to opponent's ballot argument against Proposition G, charter amendment concerning the coordination of retirement benefits for safety employees and miscellaneous employees. (Supervisor Achtenberg)

ACTION:

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AUG 19 1992

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5. File 60-92-9.2. [Ballot Argument] Hearing to consider rebuttal to proponent's argument in favor of Proposition I, ordinance concerning I.N.S. (Immigration and Naturalization Service) cooperation. (Supervisor Achtenberg)

ACTION:

6. File 60-92-9.3. [Ballot Argument] Hearing to consider rebuttal to proponent's argument in favor of Proposition J, ordinance concerning solicitation. (Supervisor Achtenberg)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

August 21, 1992

DOCUMENTS DEPT.

**TO:** Administration and Oversight Committee

AUG 25 1992

**FROM:** Budget Analyst

SAN FRANCISCO  
PUBLIC LIBRARY

**SUBJECT:** August 25, 1992 Administration and Oversight Committee Meeting

Item 1 - File 54-92-1

**Item:** Motion establishing a Select Committee of the Board of Supervisors on the impact on City services of the closures of Hunters Point Naval Shipyard and the Presidio Army Base.

**Description:** The proposed motion would establish a Select Committee consisting of three members of the Board of Supervisors to hold public hearings on the nature and degree of significant impacts on essential City services which may occur as a result of the closures of the Hunters Point Naval Shipyard and the Presidio Army Base.

**Comments:** 1. As of the writing of this report, the Sponsor's Office advised that the specific members of the proposed Select Committee on the closure of Hunters Point Naval Shipyard and the Presidio Army Base have not yet been selected.

2. It is anticipated that the Select Committee would begin meeting once a month, commencing immediately after the members are appointed. The proposed motion provides that the Select Committee shall terminate six months after the appointment of its members.

According to the Sponsor's Office, every effort will be made to include representatives of City departments most likely to be significantly impacted by the closures (e.g., the Water and Fire Departments) and representatives from the U. S. Navy and the U. S. Army in the meetings of the Select Committee.

3. Mr. John Taylor, Clerk of the Board of Supervisors, advises that the Clerk's Office will be able to accommodate copying and staff costs for the proposed Select Committee within the Clerk's Office's FY 1992-93 budget.

**Recommendation:** Approval of the proposed motion is a policy matter for the Board of Supervisors.

Item 3 - File 54-92-4

**Item:** Resolution calling on the Board of Supervisors to make all Board of Supervisors and Committee meetings accessible to persons with hearing impairments by installing assistive listening devices within two months.

**Description:** The proposed resolution would (1) require the Clerk of the Board of Supervisors to research options on assistive listening devices and report back to the Board of Supervisors in one month; and (2) require that the Board of Supervisors chambers and committee rooms be made accessible to hearing impaired persons within two months.

**Comments:** 1. Mr. Paul Imperiale of the Mayor's Office reports that an assistive listening device is an electronic device that transmits sounds to receivers worn by hard of hearing individuals. The devices enhance sounds for a person with a hearing loss. According to the sponsor of the proposed resolution, the cost of such a device would be between \$4,000 and \$4,500, including installation.

2. According to Ms. Mary Morley of the City Attorney's Office, Federal and State laws require that public meetings be accessible to people with disabilities. Specifically, the Americans with Disabilities Act, which has been in effect since January 26, 1992, mandates that all public meetings conducted by public entities be accessible to those with disabilities.

3. Currently, individuals are entitled to request that sign language interpretation be provided for Board of Supervisors and committee meetings. The public meetings of the Board of Supervisors and committees are not accessible to persons with hearing impairments who do not know sign language, Mr. Imperiale reports.

4. Several hard of hearing individuals have recently filed discrimination complaints with the City because of the inaccessibility of Board of Supervisors public meetings, Mr. Imperiale advises. According to Mr. Imperiale, if these complaints were taken to the legal system, the City could be liable for up to \$250 per person per occurrence.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 4 - File 89-92-14

**Item:** The proposed resolution would authorize enrollment of Classifications 4212 Chief of Technical Services, 6116 Supervisory Wastewater Control Inspector and 9393 Sales Manager, Cargo Services Division in the State Disability Insurance (SDI) Program.

**Description:** The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

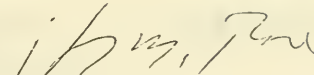
The following classifications, which are not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution.

<u>Position</u>	<u>Classification</u>	<u>Department</u>	<u>Number of Employees</u>
4212	Chief of Technical Services	Assessor's Office	1
6116	Supervising Wastewater Control Inspector	Department of Public Works	1
9393	Sales Manager, Cargo Services Division	Port	1

**Comments:** The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the single employee in the 4212 Chief of Technical Services classification, the single employee in the 6116 Supervising Wastewater Control Inspector classification and the single employee in the 9393 Sales Manager, Cargo Services Division classification.

Memo to Administration and Oversight Committee  
August 25, 1992 Administration and Oversight Committee Meeting

**Recommendation:** Approve the proposed resolution.

  
Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey



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9/8/92

C A L E N D A R

DOCUMENTS DEPT.

SEP 3 1992

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MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, SEPTEMBER 8, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 92-92-29.3. [Removal of Members/City-Wide Alcoholism Board] Resolution approving the removal of a member from the City-Wide Alcoholism Advisory Board pursuant to California Health and Safety Code Section 11807(d). (Supervisor Hallinan)

(Cont'd from 8/31/92)

ACTION:

2. File 92-92-2.2. Consideration of appointment of member to the Delinquency Prevention Commission, vice Diane Flannery (Supervisor Migden, resigned, for unexpired portion of term ending December 31, 1992. (Clerk of the Board)

Applicant: Karen Jo Koonan (Supervisor Migden)

(Cont'd from 8/31/92)

ACTION:

3. File 92-91-27. Consideration of appointments to the Park and Open Space Advisory Committee vice Hilary Lamar (Supervisor Britt), terms expiring July 15, 1991, for two-year terms ending July 15, 1993.

Applicant: Christine Schneider (Supervisor Britt)

ACTION:

4. File 92-92-26. Consideration of appointments to the Park and Open Space Advisory Committee vice Dan Hodapp, (Supervisor Maher), Louis Loewenstein (Supervisor Achtenberg), Geraldine Earp (Supervisor Kennedy), Nancy Larsen (Supervisor Conroy), Lonnie Lawson (Supervisor Migden), Jill Lerner Hallinan (Supervisor Alioto), terms expired July 15, 1992, for two-year terms ending July 15, 1994. (Clerk of the Board)

Applicant: Deborah Gellarman (Supervisor Maher)

ACTION:

5. File 92-92-30. Consideration of appointment of member to the Assessment Appeals Board, Thomas P. Brady, (member), term expired, for three -year term ending September 7, 1995.

Applicant: Thomas P. Brady

ACTION:

6. File 89-92-15. [State Disability Insurance] Resolution authorizing enrollment of Classification 8162 Rent Board Hearing Officers, in the State Disability Insurance Program. (Office of the Mayor's Employee Relations Division)

ACTION:

7. File 89-92-16. [State Disability Insurance] Resolution authorizing enrollment of Classification A894 Wastewater Control Inspector, in the State Disability Insurance Program. (Office of the Mayor's Employee Relations Division)

ACTION:

8. File 93-92-32. [Amendment to MOU] Resolution ratifying and approving amendment of 1991-95 Memorandum of Understanding with Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A (for 9163 Transit Operators. (Office of Mayor Employee Relations Division)

ACTION:

9. File 166-92-4. [Legal Authorization to Sue] Resolution authorizing Tax Collector Attorney to institute proceedings for the recovery of value rendered at hospital facilities operated by the San Francisco Department of Public Health. (Tax Collector)

ACTION:

#### CLOSED SESSION

10. File 45-92-46. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of San Francisco Taxpayers' Assn. against the Board of Supervisors by payment of \$50,000. (Superior Court No. 901-018)

ACTION:

11. File 45-92-47. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of LeBeauf, et al against the City and County of San Francisco by payment of \$13,000. (Municipal Court No. 030-701).

ACTION:

12. File 45-92-48. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of State Compensation Insurance Fund against the City and County of San Francisco by payment of \$17,490.60). (Superior Court Nos. 866-527, 896-074 and 921-128)

ACTION:

13. File 46-92-16. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco against Anthony Walker for \$5,000 to be paid to the General Fund. (Superior Court No. 941-919.)

ACTION:

14. File 48-92-20. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of State Farm Insurance Co., by payment of \$6,379.46. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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Public Library, Documents Dept.  
ATTN: Gerry Roth

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

September 3, 1992

DOCUMENTS DEPT.

**TO:** Administration and Oversight Committee

SEP 4 1992

**FROM:** Budget Analyst

SAN FRANCISCO  
PUBLIC LIBRARY

**SUBJECT:** September 8, 1992 Administration and Oversight Committee Meeting

Item 6 - File 89-92-15

1. The proposed resolution would authorize enrollment of classification 8162 Rent Board Hearing Officer in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in the Rent Board, which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

	<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
DOCUMENTS DEPT.	8162	Rent Board Hearing Officer	5

SEP 4 1992

SAN FRANCISCO  
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Memo to Administration and Oversight Committee  
September 8, 1992 Administration and Oversight Committee Meeting

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by all of the employees in the 8162 Rent Board Hearing Officer classification.

**Recommendation**

Approve the proposed resolution.

Item 7 - File 89-92-16

1. The proposed resolution would authorize enrollment of classification A894 Wastewater Control Inspector in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in the Department of Public Works, which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
A894	Wastewater Control Inspector	4

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by 3 of the 4 employees in the A894 Wastewater Control Inspector classification.

Recommendation

Approve the proposed resolution.



Memo to Administration and Oversight Committee  
September 8, 1992 Administration and Oversight Committee Meeting

Item 9 - File 166-92-4

Note: This item was rereferred to the Administration and Oversight Committee by the Board of Supervisors on August 17, 1992.

Department: Tax Collector  
Department of Public Health (DPH)

Item: Resolution authorizing the Attorney for the Tax Collector to institute legal proceedings for the recovery of value rendered at hospital facilities operated by the San Francisco Department of Public Health.

Amount: \$24,199.10

Description: The proposed resolution would authorize the Attorney for the Tax Collector to begin legal proceedings to recover a total of \$24,199.10 for unpaid medical services rendered by San Francisco General Hospital to two patients. The Attorney for the Tax Collector reports that this resolution pertains to recovering monies from the spouses of the patients. The patients received care at San Francisco General Hospital but did not pay for the care.

State Welfare and Institutions Code Section 17300 requires that the Attorney for the Tax Collector receive authorization by the Board of Supervisors before legal proceedings may be instituted against the responsible relative. The account numbers and amounts involved are as follows:

<u>Account Number</u>	<u>Amount</u>
SFGH 86-626609041100	\$13,029.47
SFGH 86-01106111012500	<u>11,169.63</u>
Total	\$24,199.10

Comments: 1. The Tax Collector's Office reports that the files of its Bureau of Delinquent Revenue reflect that at the time of hospitalization and at the present time, the spouses named as the responsible relatives were and are financially able to pay for these unpaid hospital bills.

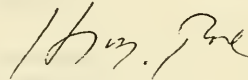
2. However, the Tax Collector's Office advises that it is requesting authorization under this proposed legislation in order to legally determine if in fact the spouses of the two patients are the responsible relatives. The spouses have claimed that they are not liable for the unpaid hospital bills because they were living apart from the patients at the time the medical services were provided. The Tax Collector's

BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Administration and Oversight Committee  
September 8, 1992 Administration and Oversight Committee Meeting

Office adds that this legislation only pertains to the recovery of monies from the spouses because the patients' liability for the payment of the unpaid medical bills is already established.

**Recommendation:** Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
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SEP 17 1992

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C A L E N D A R

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, SEPTEMBER 22, 1992 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 92-92-26. Consideration of appointments to the Park and Open Space Advisory Committee vice Louis Loewenstein (Supervisor Achtenberg), Geraldine Earp (Supervisor Kennedy) and Lonnie Lawson (Supervisor Migden), terms expired July 15, 1992, for two-year terms ending July 15, 1994. (Clerk of the Board)

Applicants: Lonnie Lawson (Supervisor Migden)  
Larui Irving (Supervisor Kennedy)  
Alan Weaver (Supervisor Achtenberg)

ACTION:

2. File 92-89-11. Requesting nominations by the Board of Supervisors for appointments by the Mayor to the Advisory Council to the Mayor's Office of Child Care. (Clerk of the Board)

Applicants: Daniel J. Binet  
Marilyn Borovoy

ACTION:

3. File 92-92-27.2. Consideration of appointment of member to the Hazardous Materials Advisory Committee, Dan Sullivan, (Dept. of City Planning) retired, for unexpired portion of term ending July 15, 1994. (Clerk of the Board)

Applicant: Alice Glasner (Dept. of City Planning)

ACTION:

4. File 92-92-27. Consideration of appointment of a member to the Hazardous Materials Advisory Committee vice Dr. Jeremiah Motak (small business), Dr. James E. Cone (epidemiologist) and Michael Schneider (open slot), terms expired, for four-year terms ending July 1, 1996. (Clerk of the Board)

Applicant: Jeremiah Motak (small business)

ACTION:

5. File 92-91-13. Consideration of appointment of member to the Hazardous Materials Advisory Committee, vice Dede Hapner (Industry), resigned, for the unexpired portion of four-year term ending July 15, 1994. (Clerk of the Board)

Applicants: C. Jeffrey Bramlett (Industry)  
Greg Holzman (Industry)

ACTION:

6. File 92-92-29. Consideration of appointment of a member to the City-Wide Alcoholism Advisory Board, vice Mary Jane D'Orazi and Robert Strand, terms expired July 1, 1992, for three-year terms ending July 1, 1995. (Clerk of Board)

Applicant: Robert Strand

ACTION:

7. File 92-92-36. Consideration of appointment of member to the Senior Services Plan Task Force vice Betty Lou Treguboff (Commission on the Aging), replaced, for the unexpired portion of term ending July 1, 1994. (Clerk of the Board)

Applicant: Lee Ann Monfredini (Commission on the Aging)

ACTION:

8. File 39-92-1. Transmitting the 1991-92 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)

ACTION:

9. File 97-92-53. [Conflict of Interest Code] Ordinance amending Administrative Code by amending Chapter 58 (Conflict of Interest Code), Sections 58.3, 58.4, 58.115, 58.120, 58.135, 58.145, 58.155, 58.165, 58.177, 58.180, 58.190, 58.195, 58.207, 58.210, 58.220, 58.260, 58.280, 58.285, 58.290, 58.310, 38.325, 58.330, 58.335, 58.345, 58.350, 58.355, 58.365, 58.375, 58.385, 58.390, as required each two years by State law, to delete various obsolete positions and to add various new positions, and to make other technical changes. (Clerk of the Board)

ACTION:

#### CLOSED SESSION - LITIGATION

10. File 45-92-50. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Juanita Gittins against the City and County of San Francisco by payment of \$6,500. (City Attorney) (Superior Court No. 936-186)

ACTION:

11. File 45-92-51. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Minerva Martin, et al., against the City and County of San Francisco by payment of \$10,500. (City Attorney) (Superior Court No. 887-405)

ACTION:

12. File 45-92-52. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Albert Rubino against the City and County of San Francisco by payment of \$7,000. (City Attorney) (Municipal Court No. 069-293)

ACTION:

13. File 45-92-53. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Patrick Michael Barnette against the City and County of San Francisco by payment of \$15,000. (City Attorney) (U.S. District Co. No. C91-1894 WHO)

ACTION:

14. File 45-92-54. [Settlement of Litigation and Concession Lease Approval] Ordinance approving settlement agreement and approving a two-year lease with Pon and Hom, Incorporated, to operate a snack bar concession at the Music Concourse in Golden Gate Park, San Francisco, California. (Recreation and Park Dept.) (Superior Court No. 927-831)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT.

SEP 21 1992

**BOARD OF SUPERVISORS**

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

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September 18, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** September 22, 1992 Administration and Oversight Committee Meeting

Item 8 - File 39-92-1

1. This item is a hearing to consider transmitting the 1991-92 Civil Grand Jury Reports of the City and County of San Francisco.

2. The 1991-92 Civil Grand Jury Reports includes the attached Summary of Recommendations which includes recommendations regarding the Jails (Sheriff's Department), Police (Department), The Port, Water Management (Public Utilities Commission, Hetch Hetchy Water and Power, Water Department, Department of Public Works Clean Water Program, Office of Emergency Services, Fire Department, Mayor's Office and Board of Supervisors) and Cable Television Franchise (Chief Administrative Officer, Board of Supervisors and Citizens Telecommunications Policy Committee).

Comments

1. Each City agency affected by the Grand Jury Report was given an opportunity to respond to the Grand Jury's recommendations. These responses are in the file.

2. The Grand Jury Report does not include cost estimates for implementing their recommendations.

## SUMMARY OF RECOMMENDATIONS

### JAILS

1. The Sheriff's Department should continue to seek additional jail space for prisoners.

2. The various departments of the criminal justice system should attempt to reduce the jail population by increasing the use, after sentencing, of alternative programs. These include work furlough, electronic monitoring, day custody, locked-care and day-care drug rehabilitation facilities, and the Sheriff's Work Alternative Program (SWAP). Prior to trial, the **Courts** should increase the use of supervised citation and release on own recognizance of persons who are not a danger to the public or to themselves.

3. Based on discussions with experienced individuals within the criminal justice system, the Civil Grand Jury recommends the following to further reduce the jail population:

a. Departments within the criminal justice system should collaborate in the development of evaluation criteria to prioritize prisoners by degree of their danger to society; the evaluation would serve as the basis for appropriately releasing incarcerated persons from jail prior to completion of their full sentences.

b. The District Attorney should develop a policy which redefines the manner in which certain non-violent offenses are charged so that those offenses do not require mandatory jail sentences upon conviction.

c. The District Attorney should not charge, or if charged, should strike for sentencing purposes only, prior prostitution convictions more than five years old, so that a subsequent prostitution conviction does not necessarily require time in jail.

d. Individuals whose addictions to drugs and alcohol result in their being charged with non-violent crimes should be considered ill, should be differentiated from profit-seeking drug dealers, and should be directed by the Courts to drug treatment facilities rather than jail.

4. City and County public officials and Department Directors who can influence the overcrowding problem in the jails should coordinate their efforts to reduce the jail population, and should acknowledge that the realities of overcrowded jails must take priority over politics.

5. The Sheriff should seek funds and approval for new housing facilities to replace Jail #3 as soon as possible, since renovations and repairs are not long-term viable alternatives.

6. The Forensic Services Division of the Health Department should consider new ways to recruit and retain jail physicians. The same 5% pay differential for jail physicians as that offered to physicians working in the Coroner's office should be provided.

7. The Sheriff's Department should designate to a staff member the responsibility for developing grant proposals to seek funds for the maintenance and continued expansion of the educational programs.

8. In order to encourage further community and financial support for educational and vocational programs, the Sheriff's Department should maintain documentation that verifies their value.

9. The four additional floors recommended by the Sheriff's Department should be built now while the basic construction is in progress. The Board of Supervisors should place a ballot measure regarding this construction before the voters on the November 1992 ballot.

10. The entire San Bruno land site should be reevaluated by the Sheriff's Department and land-use agencies, including the Army Corps of Engineers and the Environmental Protection Agency.

11. If the reevaluation findings show that future building to replace Jail #3 on the site is not feasible, other property should be sought immediately by the Sheriff's Department.

12. The Grand Jury commends the San Francisco Health Department for its progress in developing a tuberculosis screening program for the jails. While it is recognized that the task is a difficult one, the Health Department, with cooperation from the Sheriff's Department, should intensify and expedite efforts which lead to a functioning, comprehensive tuberculosis screening program that meets the guidelines recommended for prisons.

13. The Health Department should continue to seek additional State, Federal and private funding to assist with Jail tuberculosis program staffing and equipment.

14. The Mayor and the Board of Supervisors should give high priority to Health Department funding requests for tuberculosis screening in the jails.

## POLICE

1. The Police Department should make completion of the seismic triangle (i.e., the new Bayview Station and the renovation of the Taraval Station) their first priority to assure continued police operations in the event of a major earthquake.

2. The Police Department should reassess the amount of bond proceeds available after the actual and projected costs of Bayview and Taraval Stations are

tabulated. The remaining projects should be constructed or renovated in the order of established priority with the remaining funds.

3. The Police Department should determine what additional funds are needed to complete the construction and renovation plan and start the process of raising funds.

4. The Board of Supervisors should commission an immediate independent management study to determine the viability of a tenth district police station opening in the Tenderloin.

5. The Police Department should establish an educational incentive program to encourage continuing police education and training.

6. The educational incentive programs should include a provision for the partial funding of tuition, books and out-of-county transportation expenses.

7. The renovation of the Police Stables should include adequate box stalls for all horses, water in each stall and sufficient paddocks for non-working horses.

8. Before renovation begins, the Police Department should consult with an equine veterinarian to assess the proper needs for the animals.

9. The Police Department should repair telephone and drainage systems at the stables.

10. The Chief of Police should establish a policy that Central Police Station's garage should be used exclusively for police vehicles. This policy should be applied to all police facilities where there is inadequate parking for police vehicles.

11. The Police Commission should establish written minimum standards and qualifications for the position of the Chief of Police. These qualifications should include educational and job experience minimum standards.

## THE PORT

1. The Port needs to communicate more effectively with the Board of Supervisors, Port tenants, and community groups the limited purpose of the Port's Strategic Plan to articulate a statement of Mission and Goals.

2. The Port Commission should formally approve—and the Port fully implement—the Reorganization Plan.

3. The Board of Supervisors should release funds for all approved positions in the Reorganization Plan.

4. The Port should develop performance measures which establish accountability for all Divisions and employees.
5. The Mayor, the Board of Supervisors and the Port Commission should recognize the Waterfront Plan Advisory Board (WPAB) as the primary body charged with developing a comprehensive land use plan for the waterfront.
6. The WPAB should achieve a waterfront plan that is realistic within regulatory and financial limitations, ensuring that the final plan is one that can get approval and can be implemented.
7. The members of the WPAB should be strong advocates for the final plan to their constituencies.
8. The process of educating and training the WPAB through staff tutorial presentations has been so successful, it should serve as a model for wider application in other City boards and commissions.
9. The Port should consider upgrading the Interagency Waterfront Planning Committee to a status as a planning participant, whose representatives will more directly collaborate in the Waterfront Plan. By utilizing the expertise and gaining the advocacy of the BCDC and the City Planning Department, in particular, the Port can better assure the approval and implementation of the final Waterfront Plan.
10. A staff representative named by the Board of Supervisors should be added as an ex-officio member to The Interagency Waterfront Planning Committee in order to maximize communications and minimize the risks of misunderstandings.
11. The Board of Supervisors should release funds currently on reserve to permit the Port's Tenant Services Division to be fully staffed.
12. The Port should complete an inventory of deferred maintenance items, prepare a priority schedule, and identify costs and funding sources.
13. The Port should secure permission from the appropriate regulatory bodies (i.e., BCDC, Army Corps of Engineers) to complete necessary preventative maintenance and improvements on the finger piers on the Northern Waterfront, consistent with the planning process being conducted by the Waterfront Plan Advisory Board (WPAB).
14. The Port should maintain a strong role in the deliberations and negotiations of the Bay Dredging Action Coalition and in the Long-Term Management Study for Dredged Material Disposal to ensure its successful completion on schedule by the end of 1994.
15. In the interim, the Port should continue to diligently monitor current approvals to dump spoils at Alcatraz to see that they are not contravened by regulatory

authorities or compromised by competing dredging requirements of the Alameda Naval Station or the Port of Oakland.

16. The Port should not be forced to grant significant financial concessions to the ship repair industry prior to completion of an independent comprehensive market analysis.

17. The Board of Supervisors should direct that an independent market analysis of the 7-Point Ship Repair Industry Survival Plan be prepared.

18. The Port, with support by the Mayor, should endeavor to rebuild a working relationship with the U.S. Navy as a means to regain a reasonable share of Navy ship repair work for local industry.

19. The Port should accelerate efforts to secure additional funding for its capital improvements to the container facilities.

20. The Board of Supervisors should immediately release funds for hiring a third cargo marketing representative.

21. Port Commissioners should be selected from candidates who understand technical as well as public access issues and public relations. Port Commissioners need to be stronger, more visible, more vocal advocates for the Port.

22. Port Commissioners should exercise their charter responsibilities more fully by examining Port budgets more critically and becoming more involved in the planning process.

23. The Finance Committee of the Board of Supervisors must refrain from direct interference in the Port's mandate by making its approval of Port budget matters or release of reserved funds for approved positions contingent upon Port acquiescence in Board resolutions.

24. The Board of Supervisors should adopt more cooperative means of dealing with the Port.

## **WATER MANAGEMENT**

1. A more stringent rationing program—above the current 25% reduction in water use—should not be approved without a complete analysis of the effects on the economic health of the area.

2. The Water Department should continue to encourage a strong program of conservation even if, in the future, adequate water supplies allow the City to reduce rationing.

3. Outside water should be purchased by the Water Department only when absolutely essential, such as under drought conditions or to hold water upstream.
4. The Water Department should provide a full explanation of the deliberative process which led the City to decline or avoid seeking a variance or an exemption from the Safe Drinking Water Act.
5. Even though the City Charter allows the Board of Supervisors alone to approve the Bond issue to fund the proposed Hetch Hetchy filtration plant, the citizens of the City should have the final vote on the issue.
6. The Office of Emergency Services should hold frequent practice sessions from the new Emergency Command Center. Only through repeated practice can procedures be refined.
7. The Water Department should join the Department of Public Works communications trunking system.
8. Water Department managers should reduce the time needed to complete the stand-by generator program and to install remote operating and sensing equipment and automatic valves.
9. If increased access to City-owned watersheds is authorized, additional watershed keepers should be employed and more security devices installed.
10. The Water Department must not approve a new right-of-way lease for a high pressure liquid petroleum line in the Alameda watershed unless a safe plan for spill containment, to be paid for by the lessee, is included. The lease should also contain provisions to ensure that the full costs of any spill are charged to the lessee.
11. The Water Department should expedite preparation of a vegetation management and fire prevention plan as part of the Peninsula Watershed Master Plan.
12. The Water Department should immediately begin initial work prior to the completion of the plan by breaking the continuity of fuel along the ridge lines in 200- to 300-foot wide areas.
13. Prescribed (controlled) burning should be an essential part of the fire prevention plan.
14. The Public Utilities Commission and Water Department must give high priority to the completion of a Peninsula Watershed Master Plan.
15. The use of the upper Pacific Ridge in the Peninsula Watershed as a link in the Bay Area Ridge Trail should be prohibited by the Water Department until the fire danger is reduced.

16. The use of the Lake Pilarcitos picnic area for any activity should be prohibited by the Water Department until the fire danger is reduced.

17. The Mayor's Office should continue study and planning of the Pleasanton proposal with a view toward development. If development occurs, at least a portion of the income should accrue to the Water Department, the remainder to the General Fund.

18. Where it is environmentally and fiscally sound to own, develop or lease rather than sell for a one-time profit, the City should do so.

19. A single City water management agency should be established by consolidating the Hetch Hetchy Water and Power Project, the Water Department and the water treatment functions of the Department of Public Works. The Board of Supervisors should direct the City Budget Analyst to determine the administrative costs and savings of creating one water agency.

20. Key managers and planning officials within the Water Department, Hetch Hetchy Water and Power, and the Clean Water Program must develop a comprehensive long range water management plan.

21. Required elements of the long range Water District Management plan should be:

- a. an inventory of all water facilities and resources;
- b. a determination of the district water needs for future years. A 30-year forecast is needed with five year updates;
- c. consideration and prioritization of all possible sources of water to meet the forecast needs including reclamation, outside water purchase, wells, and as a last resort, construction of new facilities;
- d. determination of the priority of water capital requirements in relation to other City needs including costs and funding strategy;
- e. development of priorities for change with emphasis on the environment, conservation, and reasonable anticipated population growth in the Water District;
- f. writing a unified mission statement on water management.

22. The Water Department City Distribution Division should proceed with a pilot project to convert two conventional vehicles to electric power. A grant from private sources of \$10,000 per vehicle should be investigated.

23. The Purchasing and Services Department should purchase and/or convert and test a limited number of compressed natural gas-powered vehicles. Budgeted vehicle replacement funds should be used.

24. City officials should support alternative fuels experimental programs. The Board of Supervisors should develop legislation requiring use of low-polluting or non-polluting, non-emergency City vehicles whenever possible.

25. The Board of Supervisors should direct the City Budget Analyst to examine employee use of all City-owned vehicles.

26. In all departments emphasis should be placed on reducing and justifying annually the number of managers and employees authorized personal use of City-owned vehicles.

27. The Board of Supervisors should direct that Section 4.11 of the Administrative Code be rewritten to clarify procedures for vehicle use and responsibility for management of the program.

28. Hetch Hetchy Water and Power managers and workers should update and refine the existing "Organizational Functions and Descriptions Work Planning" document; program costs should be included.

29. Water Department and Clean Water Program managers should develop and adopt a similar management-by-objectives program.

30. The Public Utilities Commission and Board of Supervisors should establish, fund and fill a legislative affairs position to monitor legislation for the Water Department and Hetch Hetchy Water and Power.

31. Department of Public Works, Clean Water Program and Water Department managers should continue an active program of educating civic leaders and the public that future sewer service charge increases are necessary and are a result of decisions made by the City years ago. The benefits to the City and its environment and the comparatively low capital costs of the Clean Water Program should be emphasized.

32. The Clean Water Program should continue as lead agency in the development and management of the Reclamation Plan. No new bureaucracy or "Reclamation Czar" is required.

33. Negotiation between the Clean Water Program and the Fire Department regarding the use of the AWSS high pressure water main system must be concluded prior to a reclamation capital spending plan being adopted.

34. As part of the Clean Water Program management audit, the Budget Analyst should make a detailed analysis of the following areas:

- a. proposed capital projects, funding requirements, and justification related to how these projects are needed to comply with Federal and State guidelines;
- b. the requirement for the current level of CWP Operations and Maintenance expenditures, with special emphasis on a review of chemical supplies, travel and training, data processing/word processing equipment and vehicle purchase;
- c. the Department of Public Works Indirect Cost Plan as it relates to the CWP, including Bureau indirect costs, administrative costs and the Countywide Cost Allocation Plan;
- d. customer sewer charges including lifeline, residential, and commercial/industrial rates;
- e. carry forward surplus funds (Are they in excess of required minimum debt ratios? What is the minimum necessary? What is the disposition of the excess?);
- f. the number and responsibilities of the CWP staff and other personnel, and associated costs;
- g. sewer revenues (Do current and projected sewer charges provide adequate funds for the City to ensure compliance with Federal and State regulations?);
- h. cash management, risk management, and fund balances;
- i. the point at which it is advantageous for the City to refinance sewer bonds.

35. Clean Water Program managers must provide the Citizens Advisory Committee with complete and timely information on key aspects of the Clean Water Program. Committee input should be reviewed and considered prior to major management decisions.

36. The Citizens Advisory Committee should comment on this finding and the previous recommendation.

## **CABLE TELEVISION FRANCHISE**

1. The Board of Supervisors should refer all complaints about cable service to the Chief Administrative Officer (CAO). The CAO should identify recurring problems and solicit customer feedback.
2. The Board of Supervisors should request the cable company to enclose notices with bills to customers, informing them that the CAO is the designated City official to adjudicate consumer complaints.
3. The CAO should have sole responsibility for monitoring overall contract compliance.
4. The Board of Supervisors should restore the original oversight functions to the Citizens Telecommunications Policy Committee.
5. The representative of the franchisee on the Committee should be non-voting.
6. The CAO and the Controller should seek legal advice regarding the City's entitlement to franchise fees from free service to certain customers. If it is determined that the City is entitled to these fees, the City should seek to recover these monies.
7. The Citizens Telecommunications Policy Committee (CTPC) should determine what areas of the City receive fewer than six television stations without cable connection. If the total area is considered significant by the CAO and the Board of Supervisors, the City Attorney should implement procedures to restore Board of Supervisor authority to review basic subscriber rates.
8. The City lobbyists in Sacramento and Washington should be instructed to lobby for cable reregulation.
9. The Board of Supervisors and other City officials should establish cable service guidelines for companies interested in competing.



Item 9 - File 97-92-53

**Item:** Ordinance amending the Conflict of Interest Code of the City and County of San Francisco, as required each two years under State law, to delete various obsolete positions and to add various new positions, and to make other technical changes, by amending many sections of Chapter 58 of the San Francisco Administrative Code.

**Description:** Certain officers and employees of San Francisco must file an annual Statement of Economic Interest in order to disclose any financial or business interests which could conflict with their professional duties and responsibilities. The City's Conflict of Interest Code designates those employees who must file such Statements of Economic Interest, and assigns each position to a "disclosure category" which governs the type of information to be disclosed.

Under the California Political Reform Act, the Board of Supervisors is required to review the provisions of the Conflict of Interest Code (Chapter 58 of the San Francisco Administrative Code) every two years, and to make any necessary revisions to ensure that the requirements of the Conflict of Interest Code are complete and accurate.

Based on information provided by City Departments, the proposed ordinance would add some newly created positions to the Conflict of Interest Code and delete a number of positions which have been abolished. The proposed ordinance also makes several minor technical revisions. There would be no revision of the types of information which must be disclosed for any of the employee classifications.

Chapter 58 of the Administrative Code presently contains 3 sections which would not be amended under the proposed ordinance. These sections pertain to the disclosure requirements for officers and employees of the War Memorial and Performing Arts Center (Section 58.405), Court Positions (Section 58.500), and Members of the Board of Supervisors, District Attorney, Chief Administrative Officer, Mayor, City Attorney, Treasurer, public officials who manage public investments, and candidates for any of these offices at any election (Section 58.600).

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. According to the City Attorney's Office, the determination as to which positions should be included in the Conflict of Interest Code is made by the individual Departments, based on guidelines issued by the City Attorney's Office. The criterion for inclusion is whether the incumbents would make decisions which could affect their private financial interests.

2. Departments have developed disclosure categories which reflect their specific areas of responsibility and expertise. Thus, the Health Department's Disclosure Category 2 concerns employees' financial interests in laboratories, clinics, hospitals, nursing homes, and other types of health care facilities, while the Purchasing Department's Disclosure Category 2 concerns employees' financial interests in real property. Employees in each classification are assigned to one or more Disclosure Categories based on the nature of their job duties.

3. The proposed ordinance would not amend any of the existing Disclosure Categories for City Departments, but would add and delete some positions from the disclosure requirements of the Conflict of Interest Code.

4. According to the City Attorney's Office, the California Political Reform Act requires that some agencies which are established under State law, such as the Housing Authority and Redevelopment Agency, be included in a County's Conflict of Interest Code because they are within the geographical jurisdiction of the County Board of Supervisors.

5. The positions to be added or deleted from the Conflict of Interest Code under the proposed ordinance are as follows:

**Officers and Employees Not Elsewhere Classified**

Added:

Civil Grand Juror

Director, Office of Citizen Complaints

**Airports Commission**

Added:

Assistant Deputy Director, Environmental Control

Project Manager (I and II),

Deleted:

Assistant Deputy Director, Quality Control

**Animal Care Department**

Added:

Deputy Director

**Assessor**

Added:

Executive Assistant

**Board of Supervisors**

Deleted:

Legislative Policy Analyst

**Chief Administrative Officer**

Added:

Recycling Coordinator

Hotel Tax Administrator

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
September 22, 1992 Meeting of the Administration and Oversight Committee

Deleted:

Capital Programs Manager  
Technical Manager  
Contract Administrator  
Administrator of Business and Employment  
Assistant to CAO (VI and VII)

**City Attorney**

Added:

Attorneys, Finance/Enterprise Fund  
Attorneys, Business and Negotiated  
Transactions  
Lead Attorney, Public Works Contracting

Deleted:

Attorneys, Municipal Finance Group

**Community College District**

Added:

Vice Chancellor, Administration  
Vice Chancellor, Instruction  
Vice Chancellor, Student Services  
Vice Chancellor, Planning, Research, &  
Institutional Development  
Director, Budget  
Director, Administrative Services  
Dean, Contract Education  
Dean, Vocational Education  
Dean, International Education/Community  
Services

Deleted:

President, City College of San Francisco  
President, San Francisco Community College  
Centers  
Vice Chancellor, Business, District Office  
Vice Chancellor, Personnel, District Office  
Vice President, Instruction, City College of San  
Francisco  
Vice President, Student Services, City College of  
SF  
Vice President, Administrative Services, City  
College of SF  
Vice President, Instructional Services, SF  
Community College Centers  
Director, Student Services, SF Community  
College Centers  
Director, Business Services, SF Community  
College Centers  
Director, Personnel Services, SF Community  
College Centers

**Controller**

Added:

Director, Accounting Operations and System  
Division  
Assistant Director, Information Systems  
Division  
Director, Personnel Division  
Director, Payroll and Personnel Service System  
Division  
Director, Budget, Analysis and Reports Division

**Economic Opportunity Council**

Deleted:

Program Manager, Weatherization Program  
Program Manager, Child Care Development  
Program

**Department of Electricity**

Added:

Manager, Radio Engineer Division  
Manager, Telecommunications Division  
Manager, Financial Administration Division  
Manager, Public Safety Operations  
Manager, Public Safety Facilities  
Deputy General Manager

Deleted:

Superintendent, Electrical Maintenance and  
Construction  
Radio Engineer  
Manager, Bureau of Telecommunications

**Film and Video Arts Commission**

Added:

Administrator

**Fine Arts Museums**

Added:

Legion Project Manager

**Housing Authority**

Added:

Affirmative Action Officer  
Architectural Associate (I and II)  
Construction Administrator  
Construction Cost Estimator  
Contract Construction Manager  
Controller  
Construction Manager  
Deputy Executive Director for Management  
Operations  
Director of Internal Audit  
Director of Maintenance  
Director of Planning and Design

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
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Director of Public Affairs  
Director of Rehabilitation and Construction  
Drug Elimination Supervisor  
Elevator Operations Manager  
Eligibility Supervisor  
Leased Housing Supervisor  
Power Plant Operations Manager  
Principal Administrative Planner  
Rent Collection Manager  
Resident Economic Development Specialist  
Safety Specialist  
Senior Industrial Hygienist

Deleted:

Finance Director  
Assistant Finance Director  
Internal Auditor  
Database Manager  
Buyer  
Maintenance Operations Director  
Maintenance Assistant  
Maintenance Manager  
Rehabilitation Manager  
Director of Planning and Construction  
Chief of Design and Planning  
Chief of Construction  
Director of Planning and Construction  
Branch Manager, Construction Department  
Architects  
Construction Contract Specialist  
Assistant Director of Leased Housing  
Leased Housing Inspector  
Inspection Supervisor

**Planning Department**

Added:

Assistant Zoning Administrator

**Police Department**

Added:

Commanding Officer, Special Investigations  
Commanding Officer, Narcotics Division  
Lieutenant, Vice Crimes  
Lieutenant, Narcotics

**Port Commission**

Added:

Director, Cargo Services  
Director, Tenant Services  
Director, Planning and Community Affairs  
Director, Internal Services  
Manager, Legislative Affairs and  
Communication  
Manager, Cargo Business Development

Cargo Sales and Marketing Representative  
Manager, Cargo Facilities and Equipment  
Senior Property Manager  
Manager, Tenant Facility Maintenance  
Manager, Planning and Development Services  
Manager, Regulatory and Environmental  
Services  
Manager, Internal Facilities Maintenance  
Manager, Accounting Services

Deleted:

Director, Property and Finance  
Director, Maritime  
Director, Engineering and Maintenance  
Director, Government and Public Affairs  
Property Development Manager  
Manager, Trade Development and  
Communications  
Sales Manager  
Manager of Marketing  
Assistant Superintendent, Harbor Maintenance  
Assistant Superintendent, Harbor Maintenance  
- Electrical  
Assistant Superintendent, Harbor Maintenance  
- Piers  
Asst. Superintendent, Harbor Maintenance -  
Construction

**Public Health Department**

Added:

Associate Affirmative Action Coordinator  
Supervising Clerk II  
Secretary, Health Commission  
Principal Account Clerk  
Director of Patient Accounts  
Management Assistant  
Senior Storekeeper  
Assistant Materials Coordinator  
Director of Medical Records  
Senior Associate Administrator  
Dentist  
Physician Assistant  
Physician  
Senior Physician  
District Health Officer  
Medical Director, DPH  
Clinical Nurse Specialist  
Nursing Supervisor  
Nurse Practitioner  
Assistant Director of Nursing, Staff  
Development  
Assistant Director of Nursing, Laguna Honda  
Hospital  
Radiologic Technician Supervisor

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
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Director, Radiology  
Assistant Chief, Paramedic Division  
Emergency Medical Services Agency Specialist  
Chief Paramedic  
Director of Volunteer Services, Laguna Honda  
Hospital  
Director of Activity Therapy, Laguna Honda  
Hospital  
Rehabilitation Coordinator  
Acupuncturist  
Supervising Clinical Psychologist  
Employee Referral Program Director  
Food Service Manager  
Epidemiologist III  
Principal Disease Control Investigator  
Chief, Division of Vital Statistics  
Chief, Bureau of Records and Statistics  
Health Program Planner  
Senior Health Program Planner  
Director of Health Program Planning  
Health Educator  
Mental Health Educator  
Chief, Bureau of Health Education  
Senior Health Educator  
Nutritionist  
Director, WIC Program, DPH  
Director, Business and Operations Support  
Deputy Director of Adult Services, CMHS  
Deputy Director of Institutions, DPH  
Program Chief, CPHS  
Hospital Eligibility Manager  
DPH Contract Compliance Officer II  
Contract Compliance Officer I  
Safety Analyst  
Assistant Industrial Hygienist  
Senior Industrial Hygienist  
Hazardous Materials Permit Program Manager  
Manager, Office of Health and Safety  
Director of Toxics and Safety Services  
Institutional Police Officer  
Assistant Chief, Paramedics  
MIS Manager  
Director of Homeless Programs  
Budget Director  
Director of Public Information  
Telecommunications Systems Director  
Assistant Director, MIS  
Assistant Director Budget and Planning

Deleted:

Patient Accounts Manager  
Supervising Radiology Technologist I  
Director of Activities, Therapy, and Volunteer  
Services

Director, Mental Health Manager, Information  
Director, Patient Finance Services  
MIA Program Director  
AIDS Medical Director  
Associate Director of Health

**Public Works Department**

Added:

Deputy Director, Public Services  
Assistant Director - Administrative  
Claims Adjuster  
Senior Plumbing Inspector  
Manager, Construction Services Center  
Manager, Plan Check Services  
Permit Clerk II  
Handicapped Access Appeals Board Member  
Seismic Investigation and Hazard Survey  
Advisory Committee Member  
Code Advisory Committee Member  
Chief, Bureau of Construction Management  
Principal Engineer  
Senior Engineer  
Administrative Engineer  
Civil Engineer  
Associate Civil Engineer  
Assistant Civil Engineer  
Junior Civil Engineer  
Construction Inspector  
Cost Estimator  
Construction Contract Specialist I and II  
Chief, Bureau of Environmental Regulation and  
Management  
Supervising Wastewater Control Inspector  
Wastewater Control Inspector  
Sanitary Engineering Technician  
Chief Clerk  
Principal Water Services Clerk  
Senior Water Services Clerk  
Water Services Clerk  
Chief, Bureau of Subdivision, Surveys, and  
Mapping  
Construction Chief  
Senior Plan Checker

Deleted:

Executive Director, Clean Water Program  
Deputy Executive Director, Clean Water  
Program  
Principal Traffic Engineer  
Senior Traffic Engineer  
Supervisor, Traffic and Street Signs  
Machine Shops and Parking Meter  
Superintendent  
Electrician Supervisor II

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Administration and Oversight Committee  
September 22, 1992 Meeting of the Administration and Oversight Committee

**Purchasing Department**

Added:

Storekeeper  
Materials Coordinator  
Manager, Fleet Services  
Assistant Manager, Fleet Services

Deleted:

Stores and Equipment Supervisor  
Assistant Stores and Equipment Supervisor  
City Shops General Superintendent  
City Shops Assistant Superintendent

**Real Estate Department**

Deleted:

Real Property Loan Officer

**Recreation and Park Department**

Deleted:

Assistant General Manager for Finance and Property  
Assistant Zoo Director  
Director of Marketing  
Finance and Business Development Manager  
Finance Director  
Stadium Manager

**Redevelopment Agency**

Added:

Assistant Project Coordinator  
Chief, Economic Development  
Deputy General Counsel  
Deputy Executive Director, Development  
Development Specialist  
Financial Operations Manager  
Project Coordinator  
Senior Landscape Architect/Architectural Contracts Administrator

Deleted:

Assistant Agency Counsel  
Controller  
Deputy Executive Director, Community Services and Administration  
Deputy Project Director  
Development Coordinator  
Development Specialist  
Director, Community Information

**Housing Management Supervisor**

Landscape Architect/Architectural Contracts Administrator  
Realty Agent  
Senior Realty Agent

**Registrar of Voters**

Added:

Division Managers  
Management Information Systems

**Residential Rent Stabilization and Arbitration Board**

Added:

Rent Board Hearing Officer

**San Francisco County Transportation Authority**

Added:

Director, Plans and Programs  
Director, Management and Finance

Deleted:

Deputy Executive Director

**Social Services Commission**

Added:

Deputy General Manager  
Budget Director  
Supervisor, Contracts  
Investigations Manager, Children's Services

Deleted:

Director, Fiscal Operations  
Assistant Director, Contracts  
Homeless Coordinator  
GAIN Coordinator

**Treasurer-Tax Collector**

Added:

Senior Administrative Analyst  
Senior Management Assistant (License)  
Senior Management Assistant (Business Tax)

Deleted:

Senior Management Assistant (Administration)  
Senior Management Assistant (Parking Meters)

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Recommendation:** Approve the proposed ordinance.

Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Kent Sims  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



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CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, OCTOBER 13, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Administration and Oversight Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a) File 89-92-17. [State Disability Insurance] Resolution authorizing enrollment of Classification 9765 Assistant to Chief Administrative Officer VI in the State Disability Insurance Program. (Employee Relations Division)
  - b) File 89-92-18. [State Disability Insurance] Resolution authorizing enrollment of Classification 5297 Planner V (Zoning) in the State Disability Insurance Program. (Employee Relations Division)
  - c) File 89-92-19. [State Disability Insurance] Resolution authorizing enrollment of Classification 8155 Chief, Bureau of Investigation and Claims Administration, Office of the City Attorney in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

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REGULAR CALENDAR

2. File 92-92-30. [Appointments] Resolution appointing member to the Assessment Appeals Board. (Administration and Oversight Committee)

(Thomas P. Brady, vice himself, regular member, for a three-year term ending September 7, 1995)

Applicant: Peter J. Fatooh, Alternate member

(Re-referred to Committee 9/28/92)

ACTION:

3. File 92-92-26. Consideration of appointments to the Park and Open Space Advisory Committee vice Louis Loewenstein (Supervisor Achtenberg), Geraldine Earp (Supervisor Kennedy) and Lonnie Lawson (Supervisor Migden), terms expired July 15, 1992, for two-year terms ending July 15, 1994. (Clerk of the Board)

(Cont'd from 9/23/92)

Applicants: Lonnie Lawson (Supervisor Migden)  
Larui Irving (Supervisor Kennedy)  
Alan Weaver (Supervisor Achtenberg)

ACTION:

4. File 92-92-36. Consideration of appointment of member to the Senior Services Plan Task Force vice Betty Lou Treguboff (Commission on the Aging), replaced, for the unexpired portion of term ending July 1, 1994. (Clerk of the Board)

(Cont'd from 9/23/92)

Applicant: Lee Ann Monfredini (Commission on the Aging)

ACTION:

5. File 92-91-45. Consideration of appointment of member to Maternal, Child, and Adolescent Health Board, vice Catherine Dodd, RN, resigned, for the new three-year term ending August 31, 1995. (Clerk of the Board)

Applicant: Paul Kulp, R.N., M.S.

ACTION:

6. File 92-91-2. Consideration of appointment of member of the Advisory Council to the Commission on the Aging, vice Harold B. Brooks, (Supervisor Conroy) term expired, for two-year term ending March 31, 1993. (Clerk of the Board)

Applicant: Donna Calame (Supervisor Conroy)

ACTION:

7. File 92-92-39. Consideration of appointment of member to the Mental Health Advisory Board, vice M. Roy Crew (consumer), resigned, for the unexpired portion of term ending January 31, 1993. (Clerk of the Board)

Applicants: Richard H. Samples, Jr.  
Marvis J. Phillips

ACTION:

8. File 92-92-37. Consideration of appointment of member to the Emergency Medical Care Committee, vice Frank R. Lewis, M.D. (at-large provider), resigned, for the unexpired portion of three-year term ending June 30, 1993. (Clerk of the Board)

Applicant: Robert C. Mackersie, M.D. ( Univ. of Calif., S.F.)

ACTION:

9. File 92-92-32. Consideration of appointment of member to the Delinquency Prevention Commission, vice Pauline Chu, resigned, for the unexpired portion of term ending December 31, 1994. (Clerk of the Board)

Applicant: Glen Eagleson

ACTION:

10. File 92-92-32. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Wilbert K. Battle, Sr. (public slot), resigned, for the unexpired portion of term ending October 1, 1993. (Clerk of the Board)

Applicants: Charles M. Louden  
Gregory A. Senegal  
Sharon Jacobs  
Mary Louise Robinson

ACTION:

11. File 92-92-42. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Thomas H. Reichert, R.N. (public slot), resigned, for the unexpired portion of the three-year term ending October 1, 1993.

Applicants: Gerardo L. Galvan  
Richard Sauer  
Joe Reilly  
Michael Groom

ACTION:

12. File 92-92-44. Consideration of appointment of members to the Drug Abuse Advisory Board, vice Chester Stern (public); Evelyn Wilson (public); Jess Centeno (public); Mary Robinson (public); and Jacquie H. Hansen; terms expiring October 1, 1992, for three-year terms ending October 1, 1995. (Clerk of the Board)

Applicants: Mary Robinson (public)  
Jacquie H. Hansen (public)  
Keith Folger

ACTION:

13. File 92-92-34. Consideration of appointment of member to the City-Wide Alcoholism Advisory Board, vice Frank Spinelli, resigned, for the unexpired portion of three-year term ending July 1, 1995. (Clerk of the Board)

(See also File 92-92-43)

Applicants: Anthony Talton King  
Elizabeth Ann Scott  
Joe Caruso  
Francis Heffron  
Constance Charcho  
Joseph L. Carter  
Robert L. Nelson, Jr. ("Bob")  
Louis J. Dunn  
Jacqueline Cline  
Franklin D. Jasko  
Michael Groom  
Stephen Fournier  
James I. Roberts, M.D.  
Frank Sciafani  
T. P. Ronan Byrne  
Marge E. Healy  
Bruce H. Kennedy  
John H. Pecan  
Kurt Anderson  
Robert Chovera

ACTION:

14. File 92-92-43. Consideration of appointment of two members to the City-Wide Alcoholism Advisory Board, vice Alonzo Gallaread, and Gonzalo Gonzalez, removed, for the unexpired portion of the three-year terms ending July 1, 1994. (Clerk of the Board)

(See also File 92-92-34)

ACTION:

15. File 165-92-12. [Retirement System Audit] Motion directing the Budget Analyst to conduct a management audit of the Retirement System. (Supervisors Conroy, Hsieh)

ACTION:

16. File 54-92-5. [Meeting Schedule] Resolution revising the regular meeting schedule of the Board of Supervisors by cancelling the meetings of November 30 and December 28, 1992. (Clerk of the Board)

ACTION:

17. File 93-92-33. [Benefits for Unrepresented Employees] Ordinance approving the provision of dental benefits and two paid furlough days for fiscal year 1992-93 to qualified unrepresented employees who sign a waiver regarding the 1991-92 wage freeze. (Mayor)

ACTION:

18. File 39-92-24. [Acceptance of Gift] Resolution acceptance of gift of calligraphy donated by Frederick C. Kracke and Florence Phillips to be retained by the San Francisco Public Library. (City Attorney) (COMPANION MEASURE TO FILE 46-92-19)

ACTION:

#### LITIGATION - CLOSED SESSION

19. File 45-92-49. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Hank Scoepp against the City and County of San Francisco by payment of \$40,000. (City Attorney)

ACTION:

20. File 45-92-55. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Patricia F. et al., against the City and County of San Francisco. (City Attorney) (Superior Court No. 936-004)

ACTION:

21. File 45-92-56. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Kwok-Keung Yan against the City and County of San Francisco by payment of \$7,000. (City Attorney) (DFEH Charge No. FEP 90-91-A8-0258p)

ACTION:

22. File 45-92-57. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Carlos Eduardo Cordon against the City and County of San Francisco by payment of \$15,500. (City Attorney) (U.S. District Court No. C91-4215-RHS)

ACTION:

23. File 45-92-58. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Kish against the City and County of San Francisco by payment of \$83,416.71. (City Attorney) (Superior Court No. 936 356)

ACTION:

24. File 45-92-59. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Juan Gamez against the City and County of San Francisco by payment of \$47,500. (City Attorney) (U.S. District Court No. C90-3150-VRW)

ACTION:

25. File 45-92-60. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Sean Ormsby against the City and County of San Francisco by payment of \$12,000. (City Attorney) (U.S. District Court No. C-91-3915-SBA)

ACTION:

26. File 46-92-19. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of City and County of San Francisco v. Frederick C. Kracke. (City Attorney) (COMPANION MEASURE TO FILE 38-92-24.)

ACTION:

27. File 46-92-20. [Settlement of Lawsuit] Ordinance authorizing settlement of Olivia Lee v. American Telephone and Telegraph Co., et al., upon receipt of the sum of \$5,000 and release of lien. (City Attorney) (Superior Court No. 902 543)

ACTION:

28. File 46-92-21. [Settlement of Lawsuit] Ordinance authorizing settlement of Antoinetta Williams v. Jehad Husary, et al., upon receipt of the sum of \$7,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 056 700)

ACTION:

29. File 45-92-61. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Edward J. Schach, et al., v. Harry Britt, et al., by payment of \$675,000. (City Attorney) (Superior Court No. 716-384 and Court Appeal No. A036103)

ACTION:

30. File 45-92-62. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Helen DaSilva, et al., against the City and County of San Francisco by payment of \$65,000. (City Attorney) (Superior Court No. 934 606)

ACTION:

31. File 45-92-63. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Lula Kirby against the City and County of San Francisco by payment of \$7,000. (City Attorney) (Superior Court No. 930 689)

ACTION:

32. File 48-92-21. [Settlement of Claim] Ordinance approving the settlement of the unlitigated claim of James C. Brooks by payment of \$7,000. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

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OF SAN FRANCISCO

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OCT 13 1992

**BOARD OF SUPERVISORS**

BUDGET ANALYST

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October 8, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** October 13, 1992 Administration and Oversight Committee Meeting

Item 1a - File 89-92-17

**Item:** The proposed resolution would authorize enrollment of classification 9765 Assistant to Chief Administrative Officer VI in the State Disability Insurance Program.

**Description:** The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

Memo to Administration and Oversight Committee  
October 13, 1992 Administration and Oversight Committee Meeting

The following classification in the Office of the Chief Administrative Officer, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
9765	Assistant to Chief Administrative Officer VI	7

**Comment:** The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by four of the seven employees in the 9765 Assistant to Chief Administrative Officer VI classification.

**Recommendation:** Approve the proposed resolution.

Item 1b - File 89-92-18

**Item:** The proposed resolution would authorize enrollment of classification 5297 Planner V (Zoning) in the State Disability Insurance Program.

**Description:** The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

The following classification in the City Planning Department, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
5297	Planner V (Zoning)	2

**Comment:** The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the two employees in the 5297 Planner V (Zoning) classification.

**Recommendation:** Approve the proposed resolution.



Item 1c - File 89-92-19

**Item:** The proposed resolution would authorize enrollment of classification 8155 Chief, Bureau of Claims Investigation and Administration, Office of the City Attorney in the State Disability Insurance (SDI) Program.

**Description:** The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

The following classification in the Office of the City Attorney, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
8155	Chief, Bureau of Claims Investigation and Administration	1

**Comment:** The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the single employee in the 8155, Chief, Bureau of Claims Investigation and Administration classification.

**Recommendation:** Approve the proposed resolution.



Item 15 - File 165-92-112

- Item:** Motion directing the Budget Analyst to conduct a management audit of the Retirement System.
- Description:** According to the proposed motion, the Budget Analyst is being directed to conduct an independent management audit of the City's Retirement System, including, but not limited to the Management Information System (M.I.S.) Development, the Workers Compensation System, the Status of the Division Manager of Workers Compensation and how Workers Compensation exams are administered.
- Comments:** The proposed management audit is estimated to cost \$59,787 based on 900 hours to complete the audit at the Budget Analyst's average hourly rate of \$66.43. If approved, this audit would be conducted by the Budget Analyst in 1993. No additional funds would be requested to conduct this management audit since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.
- Recommendation:** Approval of the proposed motion is a policy matter for the Board of Supervisors.



Item 17 - File 93-92-33

**Item:** Ordinance approving the provision of dental benefits and two paid furlough days for fiscal year 1992-93 to qualified unrepresented employees who signed a waiver regarding the 1991-92 wage freeze.

**Description:** According to Section 8.409-2 of the Charter, represented employees are entitled to bargain collectively to receive dental benefits and two paid furlough days during FY 1992-93, 1993-94 and 1994-95. Such employees are entitled to no other compensation in exchange for waiving their cost of living adjustments in FY 1991-92. In contrast, unrepresented employees are not entitled to receive additional benefits, including dental benefits and work furlough days, unless such benefits are proposed by the Mayor and approved by the Board of Supervisors annually. The proposed ordinance would allow unrepresented employees who are regularly scheduled to work more than 20 hours per week and have more than six months of service with the City to receive dental benefits and two paid furlough days during FY 1992-93. This would give unrepresented employees the same benefits as represented employees.

**Comments:** 1. Currently, approximately 500 employees are unrepresented and would be included in the proposed resolution.

2. The Budget Analyst estimates that the cost of providing paid furlough days to be an average of \$144 per employee per day in lost productivity. (The average annual salary of employees is estimated to be \$37,500, not including fringe benefits, or \$144 per day. However, no additional funds would actually be expended if employees took two additional paid work furlough days. Instead, the cost to the City would be in the loss of two days' productivity, not in dollars.) Dental benefits, which represent a hard dollar cost, are budgeted at \$636 per employee annually. Thus, the FY 1992-93 cost of the proposed ordinance, including two paid furlough days, at \$288 per employee, and dental benefits, at \$636 per employee per year, times 500 employees, would be approximately \$462,000. This amount includes \$144,000 in lost productivity and \$318,000 in hard dollars.

3. Mr. Randy Smith of the Health Service System advises that the annual per employee amount budgeted for dental benefits, at \$636, is anticipated to be higher than the actual cost. Employees were given a choice of three dental plans at three different prices. Since 1992-93 was the first year dental benefits were offered, it was difficult for the Health Service

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

System to estimate how many employees would select each plan, and therefore determine an average per employee cost.

4. According to Mr. Bill Gill of Employee Relations, approval of the proposed ordinance would represent the ratification of a previous agreement by Former Mayor Agnos to offer the same additional benefits to unrepresented employees as to represented employees, in exchange for foregoing a cost of living adjustment in FY 1991-92. Thus, Mr. Gill advises that it is the understanding of the City's unrepresented employees that they will receive dental benefits and two days paid work furlough.

5. Mr. Smith advises that dental benefits were available to all employees beginning July 1, 1992. No employees, including unrepresented employees, were excluded from receiving dental benefits. According to Mr. Smith, to the extent that unrepresented employees accepted the dental benefits offer, such employees have been receiving dental benefits, paid by the City, since July 1, 1992. Therefore, if the Board of Supervisors approved the proposed ordinance, it should be amended to provide for ratification of action previously taken.

6. The cost of the proposed additional benefits for unrepresented employees is included in the Health Service System's FY 1992-93 budget.

**Recommendations:** (1) Amend the proposed ordinance to provide for ratification of action previously taken.

(2) Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

Item 18 - File 38-92-24

**Department:** Public Library

**Item:** Resolution authorizing the acceptance of a gift of calligraphy donated by Frederick C. Kracke and Florence Phillips to be retained by the San Francisco Public Library. (Companion measure to File 46-92-19.)

**Description:** The San Francisco Public Library maintains a collection of calligraphy called the Harrison Collection of Calligraphy and Lettering, named for Mr. Richard A. Harrison, who donated many of the pieces in the Public Library's collection. According to the proposed resolution, after Mr. Harrison's death in March of 1990, the executor of his estate alleged that various pieces of calligraphy received by the Public Library from Mr. Harrison were assets belonging to the estate and did not belong to the San Francisco Public Library. In March of 1991, the City and County of San Francisco filed an action in San Francisco Superior Court asking the Court to determine ownership of those items. According to the proposed resolution, the beneficiaries of Mr. Harrison's estate, Mr. Frederick C. Kracke and Ms. Florence Phillips have now agreed to donate the disputed items to the San Francisco Public Library.

The proposed resolution would accept the gift of the disputed items, pursuant to the agreement between the City and the beneficiaries of Mr. Harrison's estate, and would further express the gratitude of the Board of Supervisors to Mr. Kracke and Ms. Phillips for their generosity.

**Comments:** 1. The proposed resolution is a companion measure to Item 26, File 46-92-19 on the October 13, 1992 Administration and Oversight Committee calendar. According to Mr. Greg Hobson of the Board of Supervisors, File 46-92-19 is a closed session item regarding a settlement of a case of the City against Mr. Kracke.

2. The disputed calligraphy is currently in the possession of the San Francisco Public Library, and would remain in the Library's collection if the Board of Supervisors approves the proposed gift. Therefore, there would be no additional costs to the City associated with acceptance of the proposed gift.

**Recommendation:** Approve the proposed resolution.



Item 33 - File 100-92-2.1

1. This item is a hearing to consider the pending revisions to the appropriations of the Department of the Board of Supervisors.

2. Pursuant to the September 18, 1992 request of the Mayor to reduce the net General Fund expenditures of the Board of Supervisors in an amount of \$130,000, the Clerk of the Board submitted a memorandum to the Controller detailing possible budget revisions. The Controller included these revisions in the budget amendments which are currently pending before the Board of Supervisors for final passage. The details of the \$130,000 reduction in net General Fund support are as follows:

Reductions in general operating budget:

• Official Advertising	\$15,294	
• Reproduction	20,000	
• Mail Services	5,000	
• Data Word Processing Equip. Maint.	3,000	
• Reduction in Budget Analyst's Contract	<u>30,802</u>	
Total Operating Budget Reductions		\$74,096

The Clerk of the Board reported that these expenditure reductions would make the Clerk's budget tight and that the proposed reduction in the Budget Analyst's contract was at the same percentage as the total budget reduction requested by the Mayor. The Budget Analyst's Contract would be reduced by approximately 465 hours.

Increased Revenues (New Fees) in the Board's Budget 8,208

The Clerk of the Board reported that this increase in fees to be charged for services performed to the public by the Clerk's Office would be in addition to the \$9,792 in fee revenues which had been planned to achieve the Mayor's previously imposed 1992-93 budget reduction not detailed.

Transfer of funds from the Cable Television Access Development and Programming Fund (CATV Fund) 47,696

This Special Fund was established by the Board of Supervisors for the purpose of receiving 0.2 percent of the Franchise Fee from Viacom which was to be used for development of municipal, educational and public access to cable television and related programming. The 0.2 percent of the Franchise Fee continues to accumulate in this Special

Memo to Administration and Oversight Committee  
October 13, 1992 Administration and Oversight Committee Meeting

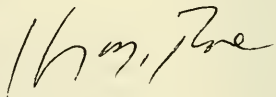
Fund even if the actual amounts appropriated and expended for these purposes are less than the actual revenues.

Total Net General Fund Expenditure Reductions                      \$130,000

**Comments:**

1. The Clerk of the Board has recommended the use of only \$47,696 from the CATV Fund toward the \$130,000 reduction proposed by the Mayor's Office. Based on our analysis, an additional \$94,062 would be available for transfer from the CATV Fund to the General Fund. Additional funds of \$82,304 could be transferred to eliminate both the need for increasing fees to the public and to eliminate the reductions in the Board's budget. If such a transfer were approved, this would result in a remaining balance of \$11,758 in the CATV Fund.

2. In order to make these CATV Fund monies available for use in the current year's General Fund expenditures, an amendment to Section 10.117-68 of the City's Administrative Code is required.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
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**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

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CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

Govt Documents  
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D 0133

TUESDAY, OCTOBER 27, 1992 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

ACTING CLERK: KAY GULBENGAY

REGULAR CALENDAR

1. File 92-89-11. Requesting nominations by the Board of Supervisors for appointments by the Mayor to the Advisory Council to the Mayor's Office of Child Care. (Clerk of the Board)

Applicants: Daniel J. Binet  
Marilyn Borovoy  
Paula Minkus  
Martha G. Roditti

(Cont'd from 9/22/92)

ACTION:

2. File 92-91-45. Consideration of appointment of member to Maternal, Child, and Adolescent Health Board, vice Catherine Dodd, RN, resigned, for the new three-year term ending August 31, 1995. (Clerk of the Board)

Applicant: Paul Kulp, R.N., M.S.

(Cont'd from 10/13/92)

ACTION:

3. File 92-92-37. Consideration of appointment of member to the Emergency Medical Care Committee, vice Frank R. Lewis, M.D. (at-large provider), resigned, for the unexpired portion of three-year term ending June 30, 1993. (Clerk of the Board)

Applicant: Robert C. Mackersie, M.D. ( Univ. of Calif., S.F.)

(Cont'd from 10/13/92)

ACTION:

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4. File 92-92-42. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Thomas H. Reichert, R.N. (provider slot), resigned, for the unexpired portion of the three-year term ending October 1, 1993.

Applicants: Gerardo L. Galvan  
Richard Sauer  
Joe Reilly  
Michael Groom  
Donald L. Miesen  
Frank Sclafani

(Cont'd from 10/13/92)

ACTION:

5. File 92-92-44. Consideration of appointment of members to the Drug Abuse Advisory Board, vice Chester Stern (public slot); Evelyn Wilson (provider slot) terms expired, for three-year terms ending October 1, 1995. (Clerk of the Board)

Applicants: Keith Folger  
John J. Entwistle, Jr.

(Cont'd from 10/13/92)

ACTION:

6. File 92-92-49. Consideration of appointment of member to the City-Wide Alcoholism Advisory Board, vice Chester Stern, resigned, for the unexpired portion of three-year term ending July 1, 1993. (Clerk of the Board)

Applicants: Anthony Talton King  
Elizabeth Ann Scott  
Francis Heffron  
Constance Charcho  
Joseph L. Carter  
Jacqueline Cline  
Franklin D. Jasko  
Michael Groom  
Stephen Fournier  
James I. Roberts, M.D.  
Frank Sclafani  
T. P. Ronan Byrne  
Marge E. Healy  
Bruce H. Kennedy  
John H. Pecan  
Kurt Anderson  
Robert Chovera  
Eldridge Cunningham  
Joe Caruso  
Louis John Dunn  
Robert L. Nelson

ACTION:

7. File 92-92-47. Consideration of appointment of member to the Mental Health Advisory Board, vice John E. O'Brien (consumer), resigned, for the unexpired portion of the three-year term ending January 31, 1994. (Clerk of the Board)

Applicants: Marvis J. Phillips  
Darwin Dean Dias

ACTION:

8. File 165-92-12. [Retirement System Audit] Motion directing the Budget Analyst to conduct a management audit of the Retirement System. (Supervisors Conroy, Hsieh)

(Cont'd from 10/13/92)

ACTION:

9. File 100-92-2.1. Hearing to consider the pending revisions to the appropriations of the Department of the Board of Supervisors. (Supervisor Hallinan)

(Cont'd from 10/13/92)

ACTION:

#### LITIGATION - CLOSED SESSION

10. File 45-92-64. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Lumir J. Cerny against the City and County of San Francisco, et al., by payment of \$10,000. (City Attorney) (Superior Court No. 900-755)

ACTION:

11. File 45-92-65. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Bennie Alexander, et al., against the City and County of San Francisco by payment of \$100,000. (City Attorney) (Superior Court No. 913-176)

ACTION:

12. File 48-92-22. [Settlement of Lawsuit] Ordinance authorizing settlement of Claim Numbers 9100987 and 9100992 filed against the City and County of San Francisco, et al., by payment of \$36,000. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

90.04  
13/92

ADDENDUM  
CALENDAR

MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, OCTOBER 13, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

33. File 100-92-2.1. Hearing to consider the pending revisions to the appropriations of the Department of the Board of Supervisors. (Supervisor Hallinan)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 23, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** October 27, 1992 Administration and Oversight Committee Meeting

#### Item 8 - File 165-92-12

**Note:** This matter was continued from the October 13, 1992 meeting of the Administration and Oversight Committee. The Budget Analyst was directed to address questions raised by the Retirement System General Manager as to whether prior studies of Retirement System activities might obviate the need for this requested management audit.

The Budget Analyst has reviewed the material provided by the General Manager of the Retirement System. We conclude that no alteration of our original estimate of staff hours or cost is warranted, especially in light of the fact that our original estimate of 900 staff hours had been reduced from a higher level in consideration of recent work performed by both the Budget Analyst and the Controller. Further discussion of these issues begins with Comment 2 below.

**Item:** Motion directing the Budget Analyst to conduct a management audit of the Retirement System.

**Description:** According to the proposed motion, the Budget Analyst is being directed to conduct an independent management audit of the City's Retirement System, including, but not limited to the Management Information System (M.I.S.) Development, the Workers' Compensation System, the Status of the Division Manager of Workers' Compensation and how Workers Compensation exams are administered.

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**Comments:**

1. The proposed management audit is estimated to cost a maximum of \$59,787 based on 900 hours to complete the audit at the Budget Analyst's average hourly rate of \$66.43. If approved, this audit would be conducted by the Budget Analyst in 1993. No additional funds would be requested to conduct this management audit since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.

2. As noted above, the Budget Analyst has studied prior reports concerning the Department's Workers' Compensation Division and the status of implementation of the Retirement Division's management information system. If this proposed management audit is undertaken by the Budget Analyst, our first efforts would be devoted to a determination of whether or not the Retirement System has implemented the recommendations of these prior reports and, if so, whether the expected results of the recommendations (i.e. reduced costs, improved effectiveness and efficiency, etc.) have in fact been attained. If the product of this phase of our review is an alteration of the scope of the management audit program, we will report back to the Board of Supervisors at that time. Alternatively, if fewer audit hours are needed to complete tasks concerning Workers' Compensation or the Retirement Division's management information system, such hours may be applied to other areas of the Retirement System's operations, if such additional hours are warranted.

We note however, that despite the prior studies, the incidence and cost of Workers' Compensation claims continues to increase and the implementation of the Retirement Division's management information system, which began in 1985, is at least three years from completion according to EIPSC. With regard to the activities of the City's Workers' Compensation Task Force, we find that the vast majority of their efforts has focused on the development of a Request for Proposals to select a third party administrator to administer Workers' Compensation claims. In conducting this proposed management audit, the Budget Analyst will work closely with the Task Force.

The reports provided by the Retirement System's General Manager are discussed further below.

3. Workers' Compensation in the City & County of San Francisco; Kimberly Belcher, Ann E. Rendahl (December, 1990)

The authors performed this study as graduate interns in partial fulfillment of their course requirements. The report provided background information on legal issues and cost trends. It concluded that the City should contract with a third party administrator for claims processing.

4. Workers' Compensation Claim Administration Audit; Warren, McVeigh & Griffin, Inc. (June, 1990).

This report, commissioned by the Retirement System General Manager, concluded early in the audit that the Workers' Compensation Division was understaffed in relation to industry standards. The audit curtailed its detailed review of claims and, although this review found deficiencies, the auditor stated that corrective action would not be possible unless staffing levels were increased.

5. Management Audit of the City and County of San Francisco's Workers' Compensation Program; Controller's Office Audits Division (March, 1991)

This audit took a Citywide approach in its review of the problem and did not address the Retirement System's Workers' Compensation claims administration directly. Its recommendations were to:

- Ensure that employees can consistently perform the physical demands of their job classification, by establishing an effective pre-employment physical examination program.
- Imbue knowledge of proper health and safety work practices into every City employee, by making this a performance criterion for all managers and employees.
- Remove financial disincentives for employees to return to work, that allow injured workers to net more money when on industrial disability than when they are working.
- Develop comprehensive intradepartmental and interdepartmental "light duty" programs.

- Improve the placement prospects for disabled employees who wish to remain with the City, by encouraging department managers to hire these workers.
- Improve the monitoring of claims and the City's health and safety programs by changing the workers' compensation system's current dysfunctional organizational structure.

6. Review of Retirement System Management Information System Development Project, Northwest Systems Group (March, 1991).

This was commissioned by the Retirement System General Manager and the Director of the Controller's Information Services Department. The report evaluated the status of the management information system development and implementation process. The report addressed the project's implementation status in relation to development objectives and recommended future direction and task groups for project completion. Consequently, the report did not provide an evaluation of the actual performance of the management information system.

The report noted accomplishments and cited difficulties such as "...missed deadlines, budget overruns and poor documentation."

**Recommendation:** Approval of the proposed motion is a policy matter for the Board of Supervisors.

Item 9 - File 100-92-2.1

**Note:** This item was continued by the Administration and Oversight Committee at its meeting of October 13, 1992.

1. This item is a hearing to consider the pending revisions to the appropriations of the Department of the Board of Supervisors.

2. Pursuant to the September 18, 1992 request of the Mayor to reduce the net General Fund expenditures of the Board of Supervisors in an amount of \$130,000, the Clerk of the Board submitted a memorandum to the Controller detailing possible budget revisions. The Controller included these revisions in the budget amendments which are currently pending before the Board of Supervisors for final passage. The details of the \$130,000 reduction in net General Fund support are as follows:

Reductions in general operating budget:		
• Official Advertising	\$15,294	
• Reproduction	20,000	
• Mail Services	5,000	
• Data Word Processing Equip. Maint.	3,000	
• Reduction in Budget Analyst's Contract	<u>30,802</u>	
Total Operating Budget Reductions		\$74,096

The Clerk of the Board reported that these expenditure reductions would make the Clerk's budget tight and that the proposed reduction in the Budget Analyst's contract was at the same percentage as the total budget reduction requested by the Mayor. The Budget Analyst's Contract would be reduced by approximately 465 hours.

Increased Revenues (New Fees) in the Board's Budget 8,208

The Clerk of the Board reported that this increase in fees to be charged for services performed for the public by the Clerk's Office would be in addition to the \$9,792 in fee revenues which had been planned to achieve the Mayor's previously imposed 1992-93 budget reduction not detailed.

Transfer of funds from the Cable Television Access Development and Programming Fund (CATV Fund) 47,696

This Special Fund was established by the Board of Supervisors for the purpose of receiving 0.2 percent of the Franchise Fee from Viacom which was to be used for development of municipal, educational and public access to cable television and related programming. The 0.2 percent of the Franchise Fee continues to accumulate in this Special Fund even if the actual amounts appropriated and

Memo to Administration and Oversight Committee  
October 27, 1992 Administration and Oversight Committee Meeting

expended for these purposes are less than the actual revenues.

Total Net General Fund Expenditure Reductions

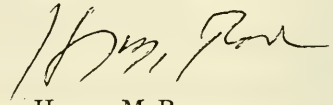
\$130,000

**Comments:**

1. The Clerk of the Board has recommended the use of only \$47,696 from the CATV Fund toward the \$130,000 reduction proposed by the Mayor's Office. Based on our analysis, an additional \$99,494 would be available for transfer from the CATV Fund to the General Fund. Therefore, additional monies of \$82,304 could be transferred from the CATV Fund in order to eliminate both the need for increasing fees to the public and to eliminate the reductions in the Board's budget. If such a transfer were approved, this would still result in a remaining balance of \$17,190 in the CATV Fund.

2. In order to make these CATV Fund monies available for use in the current year's General Fund expenditures, an amendment to Section 10.117-68 of the City's Administrative Code is required. At the Administration and Oversight Committee meeting of October 13, 1992, this hearing was continued so that the Committee could review the proposed ordinance amending the CATV provision of the Administrative Code. As of the writing of this report, the Clerk of the Board anticipates that the City Attorney will have prepared such an ordinance by the October 27, 1992 Committee meeting date.

3. The Administration and Oversight Committee has also requested that the Clerk of the Board of Supervisors amend the Board of Supervisors' 1992-93 budget to delete the Board's automobile.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board

Chief Administrative Officer  
Controller  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

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10/27/92

CALENDAR  
MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, OCTOBER 27, 1992 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

ABSENT: SUPERVISOR MAHER

ACTING CLERK: KAY GULBENGAY

REGULAR CALENDAR

1. File 92-89-11. Requesting nominations by the Board of Supervisors for appointments by the Mayor to the Advisory Council to the Mayor's Office of Child Care. (Clerk of the Board)

Applicants: Daniel J. Binet  
Marilyn Borovoy  
Paula Minkus  
Martha G. Roditti

(Cont'd from 9/22/92)

ACTION: Hearing held. Nominations of Daniel J. Binet, Marilyn Borovoy, Paula Minkus and Martha G. Roditti recommended. Resolution prepared in and reported out of committee.

Entitled: "Submitting names of applicants for consideration of appointment by the Mayor to the Advisory Council to the Mayor's Office of Child Care." Recommended.

2. File 92-91-45. Consideration of appointment of member to Maternal, Child, and Adolescent Health Board, vice Catherine Dodd, RN, resigned, for the new three-year term ending August 31, 1995. (Clerk of the Board)

Applicant: Paul Kulp, R.N., M.S.

ACTION: Continued to call of the chair.

3. File 92-92-37. Consideration of appointment of member to the Emergency Medical Care Committee, vice Frank R. Lewis, M.D. (at-large provider), resigned, for the unexpired portion of three-year term ending June 30, 1993. (Clerk of the Board)

Applicant: Robert C. Mackersie, M.D. ( Univ. of Calif., S.F.)

(Cont'd from 10/13/92)

ACTION: Hearing held. Appointment of Robert C. Mackersie, M.D. recommended. Resolution prepared in and reported out of committee.

Entitled: "Appointing member to the San Francisco Emergency Medical Care Committee." Recommended.

4. File 92-92-42. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Thomas H. Reichert, R.N. (provider slot), resigned, for the unexpired portion of the three-year term ending October 1, 1993.

Applicants: Gerardo L. Galvan  
Richard Sauer  
Joe Reilly  
Michael Groom  
Donald L. Miesen  
Frank Sclafani  
Kurt Andersen  
Stephen Glatt  
Charles Loudon

(Cont'd from 10/13/92)

ACTION: Hearing held. Appointment of Charles Loudon recommended. Resolution prepared in and reported out committee.

Entitled: "Appointing member to the San Francisco Drug Abuse Advisory Board." Recommended.

5. File 92-92-44. Consideration of appointment of members to the Drug Abuse Advisory Board, vice Chester Stern (public slot); Evelyn Wilson (provider slot) terms expired, for three-year terms ending October 1, 1995. (Clerk of the Board)

Applicants: Keith Folger  
John J. Entwistle, Jr.  
James Broberg, Jr.  
Yolanda V. Lewis  
Gregory Allen Senegal

(Cont'd from 10/13/92)

ACTION: Hearing held. Appointments of Gregory Allen Senegal and John J. Entwistle, Jr. recommended. Resolution prepared in and reported out committee.

Entitled: "Appointing members to the San Francisco Drug Abuse Advisory Board." Recommended.

6. File 92-92-49. Consideration of appointment of member to the City-Wide Alcoholism Advisory Board, vice Chester Stern, resigned, for the unexpired portion of three-year term ending July 1, 1993. (Clerk of the Board)

Applicants: Anthony Talton King  
Elizabeth Ann Scott  
Francis Heffron  
Constance Charcho  
Joseph L. Carter  
Jacqueline Cline  
Franklin D. Jasko  
Michael Groom  
Stephen Fournier  
James I. Roberts, M.D.  
Frank Sclafani  
T. P. Ronan Byrne  
Marge E. Healy  
Bruce H. Kennedy  
John H. Pecan  
Kurt Anderson  
Robert Chovera  
Eldridge Cunningham  
Joe Caruso  
Louis John Dunn  
Robert L. Nelson  
Fred Merrick  
Paula Fiscal

ACTION: Hearing held. Appointment of Paula Fiscal recommended.  
Resolution prepared in and reported out of committee.  
Entitled: "Appointing member to the City-Wide Alcoholism Advisory Board." Recommended.

7. File 92-92-47. Consideration of appointment of member to the Mental Health Advisory Board, vice John E. O'Brien (consumer), resigned, for the unexpired portion of the three-year term ending January 31, 1994. (Clerk of the Board)

Applicants: Marvis J. Phillips  
Darwin Dean Dias

ACTION: Continued to call of the chair.

8. File 165-92-12. [Retirement System Audit] Motion directing the Budget Analyst to conduct a management audit of the Retirement System. (Supervisors Conroy, Hsieh)

(Cont'd from 10/13/92)

ACTION: Hearing held. Recommended.

9. File 100-92-2.1. Hearing to consider the pending revisions to the appropriations of the Department of the Board of Supervisors. (Supervisor Hallinan)

(Cont'd from 10/13/92)

ACTION: Hearing held. Motion prepared in and reported out of committee amended on page 1 by deleting lines 21 thru 24. Bearing same title.  
Entitled: "Requesting the Clerk of the Board to take steps to revise the current budget of the Board of Supervisors to make more appropriate use of available resources." Recommended as amended.

#### LITIGATION - CLOSED SESSION

10. File 45-92-64. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Lumir J. Cerny against the City and County of San Francisco, et al., by payment of \$10,000. (City Attorney) (Superior Court No. 900-755)

ACTION: Recommended.

11. File 45-92-65. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Bennie Alexander, et al., against the City and County of San Francisco by payment of \$100,000. (City Attorney) (Superior Court No. 913-176)

ACTION: Recommended.

12. File 48-92-22. [Settlement of Lawsuit] Ordinance authorizing settlement of Claim Numbers 9100987 and 9100992 filed against the City and County of San Francisco, et al., by payment of \$36,000. (City Attorney)

ACTION: Recommended.

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BOARD of SUPERVISORS



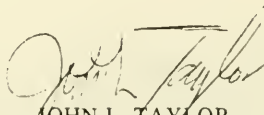
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NOTICE OF RESCHEDULED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, November 10, 1992, has been rescheduled to Tuesday, November 17, 1992, at 2:00 p.m., in Room 228, Second Floor, City Hall.

  
JOHN L. TAYLOR  
Clerk of the Board

POSTED: OCTOBER 30, 1992

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ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

November 13, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** November 17, 1992 Administration and Oversight Committee Meeting

Item 13 - File 89-92-20

1. The proposed resolution would authorize enrollment of classification 8161 Chief, Family Support Investigator in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to an employee who suffers a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1991. Currently, the payroll deduction is 1.25% of the first \$31,767 of gross salary for each employee (maximum of \$397.09 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in the Office of the District Attorney, which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

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Memo to Administration and Oversight Committee  
November 17, 1992 Administration and Oversight Committee Meeting

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
8161	Chief, Family Support Investigator	1

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the sole employee in the Chief, Family Support Investigator classification.

**Recommendation**

Approve the proposed resolution.

Item 14 - File 97-92-60

1. The proposed ordinance would amend the San Francisco Administrative Code by adding Sections 5.150, 5.151 and 5.152, creating the Commission on San Francisco's Environment to advise the Board of Supervisors on legislation and policy related to the City's environment and ecology.

2. The proposed ordinance would create a Commission on San Francisco's Environment consisting of 15 members. Each member of the Board of Supervisors would appoint one member, and the entire Board of Supervisors would appoint four members. The Commission on the Environment would also include three ex-officio members, one of whom would be appointed by the Mayor, one by the Chief Administrative Office, and one by the Director of City Planning. Each voting member would serve a three-year term, and the terms of five members, or one-third, would terminate each year.

3. The membership is to be broadly representative of the ethnic, racial, gender, age and sexual orientation diversity of San Francisco, and all members of the Commission are to be residents of San Francisco. Individuals recommended by organizations concerned with the environment and ecology are to be given particular consideration in making appointments, according to the proposed ordinance.

4. The proposed Commission on the Environment would have the following powers and duties:

- (a) To develop and articulate goals, objectives, policies, and a strategy for the long-term environmental and ecological health of San Francisco;
- (b) To advise the Board of Supervisors on legislation and policy, including the implementation of, and compliance with, legislation and policies related to the City's environment and ecology;
- (c) To provide informative materials to City Departments and agencies on issues related to the environment and ecology of the City. To advise the legislative, executive and administrative offices of the City with respect to regulations and actions of regional agencies;
- (d) To issue a written biannual report to the Board of Supervisors on the state of the City's environment and ecology;
- (e) To develop, within six months of its formation, long-term goals and objectives for the environment and ecology of the City, and thereafter to develop a strategy with short and intermediate term policies to accomplish these goals and objectives.

Memo to Administration and Oversight Committee  
November 17, 1992 Rescheduled Administration and Oversight Committee Meeting

5. The proposed Commission on the Environment would be empowered to hold hearings on any matter affecting the environment and ecology of the City, and to request information from all City agencies and officers, according to the proposed legislation.

6. According to the sponsor of the proposed ordinance, the Commissioners would serve without compensation, and no paid staff support would be required.

**Recommendation:**

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 15 - File 97-92-63

1. The proposed ordinance would amend the San Francisco Administrative Code by amending Section 10.117-68, which establishes and governs the maintenance of the Cable Television Access Development and Programming Fund, by providing for the balance of all funds remaining in the Fund at the close of each Fiscal Year to be carried forward and accumulated in said Fund.

2. The Cable Television Access Development and Programming Fund (CATV Fund) was established by the Board of Supervisors for the purpose of receiving 0.2 percent of the Franchise Fee from Viacom which was to be used for development of municipal, educational and public access to cable television and related programming. Section 10.117-68 currently provides that the balance of appropriated funds remaining in the CATV Fund at the close of each fiscal year shall be deemed to have been provided for a specific purpose and shall be carried forward and accumulated in the CATV Fund for the purposes for which the CATV Fund was established. Section 10.117-68 also provides that the balance of unappropriated funds remaining in the CATV Fund at the close of each fiscal year shall be transferred to the General Fund as franchise and permit fee revenue.

3. The proposed ordinance would delete the language in Section 10.117-68 that currently permits the transfer of the balance of unappropriated funds remaining in the CATV Fund at the close of each fiscal to the General Fund resulting in the requirement that all funds, either appropriated or unappropriated, be retained in the CATV Fund and carried forward to the next fiscal year. Therefore, transfers of unappropriated funds from the CATV Fund to the General Fund would not be automatic in the future and would instead require specific authorization by the Board of Supervisors.

Comments

1. Ms. Susan Maher of the Controller's Office reports that although the current provisions of Section 10.117-68 provide that the balance of unappropriated funds remaining in the CATV Fund at the close of each fiscal year shall be transferred to the General Fund, no such transfers have been made in the past, since the establishment of the CATV Fund in 1987.

2. At their meeting of October 27, 1992 the Administration and Oversight Committee held a hearing (File 100-92-2.1) to consider pending revisions to the appropriations of the Department of the Board of Supervisors totaling \$130,000 in reductions. The \$130,000 included a total of \$74,096 in reductions to Official Advertising (\$15,294), Reproduction (\$20,000), Mail Services (\$5,000), Data Word Processing Equipment Maintenance (\$3,000) and a reduction in the Budget Analyst's contract (\$30,802). The \$55,904 balance of the \$130,000 reduction (\$130,000 less \$74,096) was to be met by an \$8,208 increase in revenues and a transfer of funds from the CATV Fund of \$47,696.

3. The Board of Supervisors adopted a motion requesting the Clerk of the Board of Supervisors to undertake the following to eliminate the \$82,304 budgetary shortfall (\$130,000 less the \$47,696 transfer from the CATV Fund) that otherwise would have required increased fees of \$8,208 and expenditure reductions totaling \$74,096:

A. Take all necessary steps to provide more flexibility to the Board of Supervisors to make use of a portion of the accumulated unspent resources in the CATV Fund without reducing current appropriations for educational access and public access.

B. Ask the Controller to prepare necessary revisions in the Board's 1992-93 budget to maintain the level of services from the Budget Analyst provided in the budget adopted in July 1992, and to restore appropriations to the Board's legal advertising, reproduction, and mail services accounts so that the public's right to be fully informed about proposed legislation will not be impaired, and to avoid imposing excessive fees on members of the public.

4. The Controller's Office is currently processing the transfer of \$47,696 from the CATV Fund. The CATV Fund would still have a balance of \$99,494 after effecting the transfer of \$47,696. An additional transfer of \$82,304 from the CATV Fund would still leave a CATV Fund unappropriated balance of \$17,190.

5. The Clerk of the Board indicates that the proposed ordinance would clarify the Administrative Code regarding the CATV Fund year-end balance by deleting the language that requires the automatic transfer of the unappropriated balance of funds in the CATV Fund to the General Fund. Mr. Taylor states that upon adoption of the proposed ordinance, additional, legislation to transfer funds from the CATV Fund to the General Fund will be submitted for consideration by the Finance Committee and the full Board of Supervisors in order to eliminate the \$82,304 balance of budgetary reductions and fee increases to the Board's 1992-93 budget.

### **Recommendation**

Approve the proposed ordinance.

Item 16 - File 106-92-2

1. The proposed resolution would authorize the Civil Services Commission to expend budgeted funds in the amount of \$89,500 to conduct the salary survey for salary standardization for fiscal year 1993-94.

2. Salary Standardization Procedure

The Civil Service salary standardization procedure with respect to Miscellaneous positions operates under the general guidelines of Section 8.401 of the City Charter. This Section provides that City and County Miscellaneous employees be paid "...in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 applies to all employees covered by Section 8.401 and provides a set procedure and a mathematical formula by which wages for those employees will be set. The procedure requires that data on wages paid for comparable employment be collected from five Bay Area counties (Marin, San Mateo, Santa Clara, Alameda, and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

Section 8.407 provides the basis for the wage and salary survey conducted to establish wage rates for Miscellaneous City and County employees. The survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. Survey data on wages and salaries are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage, as determined by the survey, is above the wage paid by the City and County, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City and County, no wage increase is warranted. In general, if the Civil Service Commission recommends a benchmark class for an increase, all classes tied to the benchmark class will be recommended for a corresponding increase; if the benchmark class is not recommended for an increase, none of the classes tied to that benchmark class will be recommended for a wage increase.

Subsequent to releasing the preliminary salary survey, notices are distributed to employees and employee groups regarding the procedure for requesting adjustments to the recommendations. These internal adjustment requests are analyzed by the Civil Service Commission. Where appropriate, internal salary adjustments over those indicated by the survey are incorporated into the salary recommendations. The amended recommendations are made available at a public hearing after which they are submitted to the Board of Supervisors.

The Commission updates the salary survey each year in an effort to comply with the Charter's provision (contained in Section 8.407) that salaries be set in accordance with the "prevailing rates" in other jurisdictions. The Charter does not require the survey update. For purposes of setting the salaries for San Francisco employees, however, the Civil Service Commission has defined "prevailing rate" as that rate effective July 1 of the corresponding fiscal year in other jurisdictions. With this definition, the preliminary survey must be updated after the July 1 salaries in other jurisdictions have been determined. In a letter of opinion dated February 16, 1977, the City Attorney concurred with the concept of using July 1 salaries as the "prevailing rate" for purposes of setting San Francisco salaries.

3. Charter Section 8.401 governs in part the method of setting salaries for positions within the City and County service and provides the following:

"Not later than January 15th, 1944 and every five years thereafter and more often if in the judgement of the Civil Service Commission or the Board of Supervisors economic conditions have changed to the extent that revision of existing schedules may be warranted in order to reflect current prevailing conditions, the Civil Service Commission shall prepare and submit to the Board of Supervisors a schedule of compensation as in this section provided."

4. The following is a tabulation of general increases in salaries since the updated salary survey for fiscal year 1992-93 in the majority of the public jurisdictions from which the Civil Service Commission collect salary data under the provisions of the Charter:

Public Jurisdictions  
Salary Increases Since March of 1992

Marin County	5.0%
Contra Costa County	3.0%
Alameda County	4.0%
Santa Clara County	0.0%
San Mateo County	3.0%
State of California	0.0%
City of San Jose	5.0%
City of Oakland	4.0%

The Bureau of Labor Statistics (BLS) has reported an approximate average 3.5 percent annual increase in wages in private employment in the greater Bay Area during the past year through June of 1992.

5. Mr. Pat Finney of the Civil Service Commission estimates that the above increases since March of 1992 would result in increases for the City's Miscellaneous employees of approximately one to two percent. However, historically, the results of the final salary survey, released in March of each year, indicate that the actual percentage increase is significantly more than the percentage estimate resulting from the preliminary survey. The Civil Service Commission found that a review of the tabulation of Bay Area salary increases and BLS certifications disclosed that increases in salaries in other jurisdiction are sufficiently significant to warrant a salary survey of public jurisdictions and private employment in order to make salary recommendations for fiscal year 1993-94.

### **Comments**

1. This will be the eleventh year in which the private sector portion of the salary survey will be provided by contract through the State Personnel Board with the Joint Powers Agency consisting of the City of Anaheim, Hayward Unified School District, County of Sacramento, Sacramento Utilities District, and the County of Sonoma. (Charter Sections 8.401 and 8.407 require the Commission to collect such data from "recognized governmental Bay Area salary and wage surveys of private employers...")

Commission staff report that the cost of the contract with the Joint Powers Agency will be \$87,000 including a salary survey update which may be done later in the fiscal year. The Commission's 1992-93 budget for all Charter-required surveys, including uniformed members of the Police and Fire Departments, Registered Nurses and Transit Operators as well as Miscellaneous employees, totals \$89,500. The remaining funds in the amount of \$2,500 would be used to staff field work, mail questionnaires, telephone use including long distance, printed forms and salary survey books, additional printing costs associated with the salary standardization ordinances and follow-up contacts with surveyed agencies.

2. The Civil Service Commission anticipates that when the final survey is completed, the overall percentage increase for FY 1993-94 for Miscellaneous employees will be less than four percent. Thus, the total estimated cost of Salary Standardization in FY 1993-94 for Miscellaneous employees would be approximately \$44.6 million, including \$32.6 million in General Fund costs.

3. In past years the Civil Service Commission staff has conducted two salary surveys each year to set salaries for Miscellaneous employees. A preliminary survey is prepared by staff and reported to the Commission in January of each year. In March the final survey is conducted by staff updating all private and public data in the preliminary survey. This report is forwarded to the Board of Supervisors, and upon adoption, becomes the basis for the following fiscal year's Salary Standardization Ordinance.

However, to save time and avoid unnecessary duplication, this year the Civil Service Commission is proposing to conduct a single survey. Both the Budget Analyst's management audit and the Controller's performance audit staff have recommended a single survey as a more efficient use of time and personnel. A single survey would result in a larger response to the salary survey from other public sector agencies because they would not be asked for the same information twice in a two-month period.

**Recommendation**

Approve the proposed resolution.

Item 17 - File 106-92-3

**Department:** Civil Service Commission

**Item:** Resolution fixing highest generally prevailing wage rates, for private employment on public contracts.

**Description:** The proposed resolution would determine that the highest general prevailing rate of wages paid for private employment on City contracts to various craft workers is as set forth in (a) the General Prevailing Wage Determination survey made by the Director of Industrial Relations of the State of California for all craft workers except Garage Attendants and (b) the agreement between Parking Employers and Teamster Automotive Employees, Local 665 for Garage Attendants.

Charter Section 7.204 requires that contracts for public works or improvement involving construction or fabrication shall provide for the payment of the highest prevailing wage rates to all persons performing labor under such contracts.

Section 6.37 of the City's Administrative Code gives authority to the Board of Supervisors to fix and determine the highest general prevailing wage rates. To assist the Board in the determination of these wage rates, the Civil Service Commission is required to furnish, on an annual basis, data as to the highest general prevailing rate of wages of the various crafts and types of labor, including wages paid on holidays and for overtime, as paid by private employers in the City. In determining these wage rates, the Board of Supervisors is not limited to the data submitted by the Civil Service Commission but may consider such other information on the subject as it may deem proper.

The Civil Service Commission has determined that the General Prevailing Wage Determination made by the State of California's Director of Industrial Relations represents the highest prevailing rates of wages for various craft workers except for Garage Attendants, such as those operating and maintaining City-owned parking lots and garages, because the State's General Prevailing Wage Determination survey does not include any data for Garage Attendants. Therefore, as an alternative, the Civil Service Commission used the agreement between Parking Employers and the Teamsters Automotive Employees, Local 665 as the benchmark for the highest general prevailing wage for Garage Attendants. According to the current three year agreement for the period beginning December 1, 1989, the highest hourly rate was \$11.50 per hour as of December 1, 1989, and the current rate is

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\$12.25 as of December 1, 1991. Negotiations are currently in progress for rates to be effective December 1, 1992.

**Comments:**

1. Mr. Pat Finney of the Civil Service Commission reports that because the proposed resolution would apply to at least 250 different classifications, the Civil Service Commission has not estimated the average increase or decrease in wage rates for all of these positions. However, Mr. Finney notes that a copy of the report which specifies the increase or decrease in prevailing wage rates for each various craft worker position is in the Board of Supervisors file. Mr. Finney estimates that the overall increase in wage rates for all various craft worker positions combined would be less than four percent.

As noted above, any City department which enters into a contract is required by Charter Section 7.204 to pay the highest generally prevailing wage rate for labor performed under the contract. While the Civil Service Commission provides City Departments with annual highest generally prevailing wage rates data, the Civil Service Commission does not actively monitor wage rates paid under City contracts.

2. Mr. Geoff Rothman of the Civil Service Commission reports that the majority of public construction contracts which the proposed resolution would apply to are contracts in the Department of Public Works (DPW) and the Public Utilities Commission. However, the proposed resolution would also apply to public construction contracts in various City departments such as the Airport, the Port or the Water Department. Mr. Lin Lwin of the DPW Contract Office reports that the majority of DPW's public construction contracts are in the DPW's Bureau of Architecture, the Bureau of Engineering and the Clean Water Program. Mr. Lwin indicates that in FY 1991-92, the DPW public construction contracts totalled approximately \$80 million.

Mr. Lwin reports that the percentage of the total contract cost which would be attributable to labor would depend upon the type of construction contract. For instance, Mr. Lwin indicated that a paving contract would have a greater percentage in material costs versus a sewer repair job which would have a higher percentage labor costs. Assuming that the overall increase in wage rates for all various craft worker positions combined is up to four percent, and assuming a minimum of 50 percent of the contract is attributable to labor costs, the proposed increase in cost to the City for DPW construction contracts would be as follows:

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November 17, 1992 Rescheduled Administration and Oversight Committee Meeting

	Estimated Cost of Labor FY 91-92	Potential Cost of Labor FY 92-93	Additional Cost to the City
DPW Construction Contracts	\$40 million	\$41.6 million	\$1.6 million

3. Mr. Roland Hom of the PUC's Contract Compliance Office reports that the PUC Project Managers for public construction contracts monitor whether contractors and sub-contractors are paying prevailing wages. However, Mr. Hom was unable to readily provide information regarding the total amount of public construction contracts which the PUC entered into for FY 1992-93 because of the large number of contracts which the PUC administers. In addition, Mr. Hom indicated that the amount of each contract which would be attributable to labor would vary, and would require an examination of each individual contract.

4. Mr. Kevin Hagerty of the Department of Parking and Traffic reports that the City currently has 12 five-year leases for parking lots or garages in which the City receives a percentage of gross revenues after parking taxes. Mr. Hagerty explains that any increases in operating expenses, due to increases in prevailing wages, would only affect the operators, since the City receives a percentage of gross revenues. Mr. Hagerty also reports that there are five non-profit garages in the City, in which operators would pass increased labor costs to the City, because the City receives a percentage of gross revenue less operating expenses. However, Mr. Hagerty notes that the operators of these five non-profit garages are union operators, so it is likely that any decrease in net revenues which the City will receive has already been reflected in the Department's FY 1992-93 budget. Mr. Hagerty explains it would be difficult to estimate any future increase in costs to the City for either the leased or non-profit parking lots or garages.

5. Mr. Burk Delventhal of the City Attorney's Office reports that the Board of Supervisors is required to approve the highest generally prevailing wage rates paid for private employment under public contracts. As noted above, the Board of Supervisors may consider other information on the subject which would fix the highest generally prevailing wage rates other than the survey which is transmitted by the Civil Service Commission. However, Mr. Delventhal reports that this means that the Board may be provided with other data which indicates what the highest generally prevailing wage rates are, but the Board still must fix these wage rates.

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November 17, 1992 Rescheduled Administration and Oversight Committee Meeting

**Recommendation:** Approve the proposed resolution.

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Item 18 - File 106-92-4

**Item:** Ordinance approving the provision of salary increases, dental benefits and two paid furlough days for fiscal year 1992-93 to the Airport Police Chief and the Airport Deputy Police Chief effective July 1, 1992 and subject to the execution of waivers regarding the 1991-92 wage freeze.

**Description:** On November 2, 1992, the Board of Supervisors approved an ordinance (File 93-92-33) to provide dental benefits and two paid furlough days for fiscal year 1992-93 to unrepresented Miscellaneous employees who sign a waiver regarding the 1991-92 wage freeze. Employees who sign the waiver agree to renounce all claims which they may have under a class-action law suit concerning the 1991-92 wage freeze. The ordinance was enacted to achieve parity between unrepresented employees and represented employees who obtained these benefits through collective bargaining.

Although the Airport Police Chief and Airport Deputy Police Chief are unrepresented employees, they are not Miscellaneous employees as defined in Charter Section 8.401, but instead are classified with Uniform Police and Fire personnel under Charter Section 8.590. Under Charter Section 8.590, the salary and benefits of uniform personnel must be separately negotiated and approved by the Mayor and Board of Supervisors. Because of this distinction, the Employee Relations Division indicates there could be some question whether the Airport Police Chief and Airport Deputy Police Chief are entitled to receive the dental benefits and furlough days approved by the Board of Supervisors for unrepresented Miscellaneous employees on November 2, 1992. The proposed ordinance therefore would provide specific authorization for the Airport Police Chief and Airport Deputy Police Chief to receive dental benefits and two furlough days, which are now available to Miscellaneous employees, contingent upon execution of a waiver regarding the 1991-92 wage freeze.

As stated above, Charter Section 8.590 requires the salaries of the Airport Police Chief and Airport Deputy Police Chief to be negotiated annually. Since these classifications are unrepresented, adjustment of their salaries did not occur as the result of the City's negotiations with employee organizations representing other uniform classifications. Therefore, the Airport Police Chief and Airport Deputy Police Chief have not received salary increases for fiscal year 1992-93, according to the Employee Relations Division.

The proposed ordinance would also authorize an 11 percent salary increase, as certified by the Civil Service Commission for the benchmark position of Deputy Sheriff, for the Airport Police Chief and Airport Deputy Police Chief in 1992-93.

**Comments:**

1. Mr. Carl Bunch, Director of the Employee Relations Division (ERD) states that the proposed ordinance would apply retroactively to July 1, 1992, in order to compensate the Airport Police Chief and Airport Deputy Police Chief at the 11 percent higher salary which would apply for fiscal year 1992-93. In addition, the dental benefits and furlough days which would be available to these employees, if they execute the waiver, would also apply retroactively to July 1, 1992, as stated in the proposed ordinance.

2. Mr. Bunch states that the benchmark classification for the Airport Police Chief and Airport Deputy Police Chief, which the Civil Service Commission uses to determine the appropriate salary increase, is the Deputy Sheriff classification. Since Deputy Sheriffs received an 11 percent salary increase in 1992-93, according to Mr. Bunch, the increase for the Airport Police Chief and Airport Deputy Police Chief would also be 11 percent.

According to Mr. Bill Gill of ERD, negotiations with the Airport police officers below the rank of Deputy Chief are still in progress.

3. The Airport Police Chief and Airport Deputy Police Chief are not included in the Salary Standardization Ordinance, since salary standardization only applies to Miscellaneous employees under Charter Section 8.401, and not to uniform personnel under Charter Section 8.590. The 1992-93 Annual Salary Ordinance reflects that the maximum annual salaries for the Airport Police Chief and Airport Deputy Police Chief in 1992-93 are currently \$76,897 and \$72,810, respectively. These salaries are identical to the salaries which appeared in the 1991-92 Annual Salary Ordinance.

An 11 percent salary increase would result in annual salaries of \$85,356 for the Airport Police Chief (an increase of \$8,459 over 1991-92), and \$80,819 for the Airport Deputy Police Chief (an increase of \$8,009 over 1991-92). The net increase to the City for both positions would be \$16,468, excluding fringe benefits.

Ms. Helen Lucas, Finance Officer for the Airport, states that the proposed salary increases are not included in the Airport's 1992-93 approved budget. Any additional funds which would be needed to pay the proposed salary increases would come

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which would be needed to pay the proposed salary increases would come from the Airport's unappropriated surplus, according to Ms. Lucas, and would be subject to subsequent legislation appropriating the funds and amending the Annual Salary Ordinance.

4. Based on estimated 1992-93 salaries of \$85,356 for the Airport Police Chief and \$80,819 for the Airport Deputy Police Chief under the 11 percent salary increase of the proposed ordinance, a single furlough day would cost \$327 for the Airport Police Chief ( $\$85,356 \div 261$  work days annually) and \$310 for the Deputy Airport Police Chief ( $\$80,819 \div 261$  work days annually). Therefore, the total cost of two furlough days for both employees would be \$1,274. The furlough days would not result in additional expenditures by the City, since the total salary cost for these positions would not increase. Rather, the City would expend the same salary amount for fewer, total hours of work, resulting in a loss of productivity under the furlough program.

5. According to Mr. Randy Smith of the Health Service System, the average annual cost of dental benefits was estimated at \$626 per employee, but may actually be somewhat lower. Therefore, the Budget Analyst notes that the total cost to the City of providing dental benefits to the Airport Police Chief and Airport Deputy Police Chief is estimated not to exceed \$1,252 for both employees.

6. The Budget Analyst estimates that the total increase in costs to the City under the proposed ordinance would be approximately \$17,720 (\$16,468 in proposed salary increases and \$1,252 for the proposed dental benefits) plus a loss of productivity valued at \$1,274.

7. In order to receive the furlough days and dental benefits, the Airport Police Chief and Airport Deputy Police Chief would be required to execute a waiver of any claims against the City which may result from the 1991-92 wage freeze. Mr. Bunch indicates that the Airport Police Chief and Airport Deputy Police Chief are currently members of the class in a class-action lawsuit against the City challenging the validity of the wage freeze. By executing the waiver, the Airport Police Chief and Airport Deputy Police Chief would remove themselves from the class and have no claim against the City, according to Mr. Bunch.

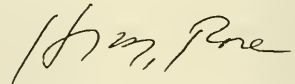
Since the execution of the waivers would remove these employees from a class action lawsuit, and since benefits for these employees must be approved by the Board of

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Supervisors, Mr. Bunch indicates that approval of the proposed benefits is needed by the Board of Supervisors prior to execution of the waivers by the employees.

8. Under the proposed ordinance, the waivers would have to be received by the Employee Relations Division by November 1, 1992. On November 6, 1992, Mr. Bunch indicated that the waivers had not been received. Mr. Gill states that the proposed ordinance should therefore be amended to provide a deadline of December 31, 1992 for receipt of the waivers. If the waivers are not received by that date, according to Mr. Gill, the Airport Police Chief and Airport Deputy Police Chief would be ineligible to receive the furlough days and dental benefits.

- Recommendations:**
1. Amend the proposed ordinance at line 14 to provide that the deadline for submission of the waivers would be December 31, 1992, rather than November 1, 1992.
  2. Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

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CALENDAR - *Actions Taken*

RESCHEDULED MEETING OF  
ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, NOVEMBER 17, 1992 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

ABSENT: SUPERVISOR MAHER - ITEMS 2-6 and 12-25

ACTING CLERK: KAY GULBENGAY

REGULAR CALENDAR

1. File 33-92-4. Consideration of confirming Mayor's appointment to the San Francisco Redevelopment Agency Mark Buell, for term to expire September 3, 1996, vice Buck Bagot, term expired. (Mayor)

ACTION: Hearing held. Motion to recommend confirmation of Mayor's appointment failed by the following vote:

1 aye - Supervisor Maher

2 noes - Supervisor Hallinan, Britt

Filed.

2. File 92-90-14. Consideration of appointment of members to the Hazardous Materials Advisory Committee Judith Guerriero, (Public Educator) term expiring July 1, 1990, for the unexpired portion of a four-year term ending July 15, 1994.

Applicants: Kathleen M. Kahler (Health Educator)

ACTION: Hearing held. Continued to the call of the chair.

3. File 92-91-15. Consideration of appointment of member to the Emergency Medical Care Committee vice Commander Isiah Nelson (SFPD), deceased, for term ending June 30, 1995. (Clerk of the Board)

Applicant: Gregory Winters, SFPD

ACTION: Hearing held. Appointment of Gregory Winters recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the San Francisco Emergency Medical Care Committee." Recommended.

4. File 92-91-45. Consideration of appointment of member to Maternal, Child and Adolescent Health Board, vice Catherine Dodd, RN, resigned, for the new three-year term ending August 31, 1995. (Clerk of the Board)

Applicant: Paul Kulp, R.N.

ACTION: Hearing held. Appointment of Paul Kulp recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Maternal, Child and Adolescent Health Board." Recommended.

5. File 92-92-29. Consideration of appointment of members to the City-Wide Alcoholism Advisory Board, vice Mary Jane D'Orazi, term expired July 1, 1992, for three-year term ending July 1, 1995. (Clerk of the Board)

Applicants: Mary Jane D'Orazi  
Eugene J. Malivowski

ACTION: Hearing held. Appointment of Mary Jane D'Orazi recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the City-Wide Alcoholism Advisory Board." Recommended.

6. File 92-92-29.3. [Removal of Members/City Wide Alcoholism Board] Resolution requesting the removal of a member of the City-Wide Alcoholism Advisory Board pursuant to California Health and Safety Code, Section 11807(d). (Supervisor Hallinan)

ACTION: Hearing held. Tabled.

7. File 92-92-38. Consideration of appointment of member to the Handicapped Access Appeals Board, vice Thomas M. Berliner (physically handicapped), term expiring November 1, 1992, for a four-year term ending November 1, 1996. (Clerk of the Board)

Applicants: James Albert  
Lynn Yandell  
Paul Imperiale

ACTION: Hearing held. Continued to December 8, 1992 meeting.

8. File 92-92-45. Consideration of appointment of members to the Maternal, Child and Adolescent Health Board vice Ellie Journey, (Maher), Margaret Royce, (Nurse); Barbara Williamson, (Full Board); Meredith Cahn, (Parent-Full Board); Mary C. Costello (Parent-Full Board); Devi Ananda, (Health Prof.-Full Board); Harry Coren, M.D. (Health Prof.-Full Board); Kathleen Morkert (Health Prof.-Full Board); Grace King, (Health Prof.-Britt); Judith Levine, (Nutritionist-Full Board); Martin Gersham, (Educator-Hsieh); Sari J. Wade, (Child Development-Migden); Anita P. DeFrantz, Ph.D., (Health Prof.- Conroy); Philip Ziring, M.D. (Health Prof.-Full Board); Saralie Pennington (Social Worker-Full Board) and Barbara Kalmanson (Hallinan), terms expired August 31, 1992, for three-year terms ending August 31, 1995. (Clerk of the Board)

Applicants: Ellie Journey (Maher)  
Judith A. Levine (Full Board)  
Barbara Williamson (Full Board)  
Anita DeFrantz (Conroy)  
Harry Coren, MD (Full Board)  
Sari Wade (Migden)  
Sarialie B. Pennington

ACTION: Hearing held. Appointment of Ellie Journey, Judith A. Levine, Barbara Williamson, Anita DeFrantz, Harry Coren, MD, Sari Wade, Saralie B. Pennington recommended.  
Resolution prepared in and reported out of committee entitled:  
"Appointing members to the Maternal, Child and Adolescent Health Board." Recommended. (See File 92-92-45.1)  
Remaining appointments (See File 92-92-45) continued to the call of the chair.

9. File 92-92-46. Consideration of appointment of thirteen (13) members to the Elder Abuse Task Force. (Clerk of the Board)

Applicants: Mary Joy Quinn  
Carol Yaggy  
Tress Stewart (waiting)  
Paul Boden (waiting)  
Doris Thomas  
Donna Medley (waiting)  
Lisa Nerenberg  
David Ishida (waiting)  
Candice Heisler  
Sadie Hutton (waiting)  
Dennis Gustafson (waiting)  
Michelle McCabe  
Jo Ruffin

ACTION: Hearing held. Appointment of Mary Joy Quinn, Carol Yaggy, Doris Thomas, Lisa Nerenberg, David Ishida and Candice Heisler recommended.  
Resolution prepared in and reported out of committee entitled: "Appointment members to the Elder Abuse Task Force." Recommended. (See File 92-92-46.1)  
Remaining appointments (See File 92-92-46) continued to December 8, 1992 meeting.

10. File 92-92-50. Consideration of appointment of 17 members, Task Force on Youth Employment, term indefinite. (Clerk of the Board)

Applicants: John Noguchi (Chief Administrative Officer)  
Anthony Lincoln (Mayor's Office-Children, Youth and Families)  
Wilbert Battle (Redevelopment Agency)  
Robert Mason (Dept. of Public Works)  
Geraldine Johnson (At-Large, Western Addition)  
Dennis Caines (Civil Service Commission)  
Toye Moses (At-Large, Bayview/Hunters Point)  
Dr. Cecil Churchwell (Mayor's Bayview/Hunters Point Task Force)  
Essie Collins (Mayor's Western Addition Task Force)  
Tom Mayfield (Mayor's Gang Prevention Project)  
James McElroy (Bayview/Hunters Point Foundation)  
Millard Larkin (Ella Hill Hutch Community Center)  
George Mix (Bay Area Urban League)  
Tanya Bernard (Western Addition Program Participant)  
Howard Smith (Western Addition Program Participant)  
Janice Taylor (Bayview/Hunters Point Program Participant)  
Anthony Terrell (Bayview/Hunters Point Program Participant)

ACTION: Hearing held. Appointment of John Noguchi, Anthony Lincoln, Robert Mason, Geraldine Johnson, Dennis Caines, Toye Moses, Dr. Cecil Churchwell, Essie Collins, Tom Mayfield, James McElroy, Millard Larkin, George Mix, Tanya Bernard, Howard Smith, Janice Taylor, and Anthony Terrell recommended.  
Resolution prepared in and reported out of committee entitled: "Appointment members to the Task Force on Youth Employment."  
Recommended. (See File 92-92-50.1)  
Remaining appointment (See File 92-92-50) continued to December 8, 1992 meeting.

11. File 92-92-52. Consideration of appointment of members to the Bicycle Advisory Committee, vice Jon Poschman (at large), Pat McElroy (at large), Lucinda J. Means (at large), and Marilyn Hope Smulyan (at large), terms expiring December 31, 1992, for the three-year term ending December 31, 1995. (Clerk of the Board)

Applicants: Michael Hillson  
Scott Lee  
Charles A. Higgins  
Gordon Chester  
Jon Poschman  
Marilyn Hope Smulyan  
Lucinda J. Means  
Leslie D. Plack

ACTION: Hearing held. Appointment of Marilyn Hope Smulyan and Lucinda J. Means recommended.  
Resolution prepared in and reported out of committee entitled:  
"Appointing members to the Bicycle Advisory Committee." (See File 92-92-52.1) Recommended.  
Remaining appointments (See File 92-92-52) continued to December 8, 1992 meeting.

12. File 92-92-53. Consideration of appointing member to the Board of Directors, California State Association of Counties. (Clerk of the Board)

Applicant:

ACTION: Hearing held. Appointment Supervisor Willie B. Kennedy recommended.  
Resolution prepared in and reported out of committee entitled:  
"Appointing member to the Board of Directors, California State Association of Counties." Recommended.

13. File 89-92-20. [State Disability Insurance] Resolution authorizing enrollment of Classification 8161 Chief, Family Support Investigator in the State Disability Insurance Program. (Office of the Mayor's Employee Relations Division)

ACTION: Hearing held. Recommended.

14. File 97-92-60. [Commission on San Francisco's Environment] Ordinance amending Administrative Code by adding Sections 5.150, 5.151 and 5.152 creating the Commission on San Francisco's Environment to advise the Board of Supervisors on legislation and policy related to the City's environment and ecology. (Supervisors Britt, Shelley, Achtenberg)

ACTION: Hearing held. Recommended.

15. File 97-92-63. [Cable Television Access Development and Programming Fund] Ordinance amending Administrative Code by amending Section 10.117-68, which establishes and governs the maintenance of the Cable Television Access Development and Programming Fund, by providing for the balance of all funds remaining in the fund at the close of each Fiscal Year to be carried forward and accumulated in said fund. (Clerk of the Board)

FISCAL IMPACT

ACTION: Hearing held. Recommended. Transferred to Finance Committee for review and consideration.

16. File 106-92-2. [Salary and Wage Division] Resolution authorizing Civil Service Commission to expend funds to conduct the 1993-94 Salary Survey. (Civil Service Commission).

FISCAL IMPACT

ACTION: Hearing held. Recommended. Transferred to Finance Committee for review and consideration.

17. File 106-92-3. [Salary and Wage Division] Resolution fixing highest generally prevailing wage rates, private employment on public contracts. (Civil Service Commission).

FISCAL IMPACT

ACTION: Hearing held. Recommended. Transferred to Finance Committee for review and consideration.

18. File 106-92-4. [Salaries and Benefits] Ordinance approving the provision of salary increases, dental benefits and two paid furlough days for Fiscal Year 1992-93 to the Airport Police Chief and the Airport Deputy Police Chief effective July 1, 1992 and subject to the execution of waivers regarding the 1991-92 wage freeze. (Mayor)

ACTION: Hearing held. Amended on page 1 line 14 by replacing "November 1, 1992" with "December 31, 1992". Recommended as amended.

LITIGATION – CLOSED SESSION

19. File 45-92-66. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Brian Bringardner, et al. against Cairns, et al. (City Attorney)

ACTION: Recommended.

20. File 45-92-67. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Tommy McGowan against the City and County of San Francisco by payment of \$12,000. (City Attorney)

ACTION: Recommended.

21. File 45-92-68. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Johnson Miller against the City and County of San Francisco, Frank Jordan and Kitt Crenshaw by payment of \$30,000. (City Attorney)

ACTION: Recommended.

22. File 46-92-22. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of City and County of San Francisco against Bill Rayson Louie, Wai Lan Louie, Raymond King Tong Lui, and Tracy Fung Sum Lui by accepting consideration in the total amount of \$21,000 payable in cash and discharging said persons above-named from further liability. (Tax Collector)

ACTION: Recommended.

23. File 46-92-23. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of City and County of San Francisco against Albert F. Vella for \$8,000 to be paid to the General Fund. (City Attorney)

ACTION: Recommended.

24. File 48-92-23. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Sandy D'Agostino by payment of \$6,000. (City Attorney)

ACTION: Recommended.

25. File 48-92-24. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Victor Lopez by payment of \$11,545.76. (City Attorney)

ACTION: Recommended.

04  
92  
BOARD of SUPERVISORS



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NOTICE OF CORRECTION

ADMINISTRATION AND OVERSIGHT COMMITTEE

Agenda

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, December 8, 1992, will begin at 10:00 A.M. not 2:00 P.M. as the calendar you received states.

A handwritten signature in cursive script, appearing to read "Jean C. Lum".  
JEAN C. LUM  
Acting Clerk of the Board

December 2, 1992

ADMINISTRATION AND OVERSIGHT COMMITTEE  
Board of Supervisors  
Room 235, City Hall  
San Francisco, CA. 94102

PUBLIC HEARING NOTICE

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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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December 4, 1992

**TO:** Administration and Oversight Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** December 8, 1992 Administration and Oversight Committee Meeting

### Item 20 - File 97-92-64

**Item:** Proposed ordinance amending Chapter 16, Article 1 of the San Francisco Administrative Code by amending Section 16.6-13 to provide for City Planning Commission membership in the Association for Commuter Transportation.

**Description:** Chapter 16 of the Administrative Code identifies the organizations to which City departments are authorized to belong. The Administrative Code provides that the Controller will not authorize expenditures to pay dues or membership fees in organizations not listed in Chapter 16 of the Administrative Code.

The proposed ordinance would amend Section 16.6-13 of the Administrative Code, which lists organizations to which the City Planning Commission is authorized to belong, by adding the Association for Commuter Transportation.

In June, 1991 the Board of Supervisors approved Ordinance 218-91 (File 97-91-32) which amended Section 16.6 of the Administrative Code to require departments to submit annual reports before May 1 of each year to the Mayor and Board of Supervisors concerning the department's current memberships and the organizations to which the department wishes to become a member in the ensuing year, and to submit any legislation necessary to amend the

Administrative Code to be "consistent with the decisions of the Board [of Supervisors]." In a previous report to the Finance Committee (File 97-91-56), the Budget Analyst was advised by the sponsor of the legislation that the ordinance was intended to require departments to submit requests for new memberships during the annual budget review process, and to prohibit memberships from being approved at other times during the fiscal year. However, the ordinance did not expressly state that new memberships could only be approved during the annual budget review.

The Mayor's Budget Instruction Manual for fiscal year 1993-94 does not direct departments to submit the annual report which is now required under Section 16.6 of the Administrative Code.

**Comments:**

1. The proposed ordinance would authorize membership of the City Planning Department in the Association for Commuter Transportation (ACT). According to the City Planning Department, ACT is a professional organization concerned with transportation demand management, transportation planning, ride-sharing and other commuter programs, environmental quality and air quality management, and related issues. According to the Department of City Planning, ACT reports on legislation affecting transportation planning and relevant research, provides examples of successful transportation management programs, and sponsors a series of professional development seminars.

2. The Department of City Planning reports that the fee for membership in ACT is \$265 annually, and that up to 2 staff members may join ACT for the one membership fee of \$265. Ms. Rebecca Kohlstrand of the Department of City Planning reports that, if membership in ACT is authorized by the Board of Supervisors, the \$265 membership fee would be paid from the 1992-93 budget of the San Francisco Transportation Authority on behalf of two City Planning Department employees whose positions are funded by Transportation Authority revenues.

3. The Department of City Planning reports that the Bay Area Air Quality Management District is expected to issue new regulations in the near future which would require employers to adopt programs to reduce their employees' reliance on automobiles. Ms. Kohlstrand states that, if such regulations are adopted, membership in ACT will be especially useful, since the organization specializes in providing information concerning transportation demand management and commuting programs. Ms. Kohlstrand

Memo to Administration and Oversight Committee  
December 8, 1992 Administration and Oversight Committee Meeting

states that the City and County of San Francisco, as an employer, may be required to institute new programs to encourage employees to rely on public transit rather than automobiles.

**Recommendation:** Approval of the proposed ordinance, for a new membership which has not been submitted as part of the annual budget review, is a policy matter for the Board of Supervisors.



Item 21 - File 174-91-1

**Note:** This item was continued at the February 25, 1992 Administrative and Oversight Committee meeting.

1. The proposed resolution would create the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors.

2. The Civil Service System Reform Advisory Committee would review information on the following issues:

- Appointments on the basis of merit and fitness;
- Allocation of positions in the various classes of the classification;
- Pay-for-Performance as a substitute for salary standardization;
- Provisions for early retirement;
- Rules governing applications, practice/sample examinations, examinations, eligibility, duration of eligible lists, certification of eligible candidates, appointments, promotions, transfers, resignations, and filling of temporary and permanent positions.

The Committee would also review all reports and legislation relating to Civil Service.

3. The resolution proposes that the Board of Supervisors appoint 12 members to the Civil Service System Reform Advisory Committee, which would consist of the following:

- One member of the Civil Service Commission
- General Manager of Personnel of the Civil Service Commission
- Director of Employee Relations
- One member of the Mayor's Fiscal Advisory Committee
- One representative nominated from each of the City's three largest departments
- Five representatives nominated from the public employee labor organizations representing employees of the City and County.

4. The proposed resolution also provides a deadline for submittal of findings and recommendations of the Civil Service System Reform Advisory Committee to the Board of Supervisors of April 1, 1992, which would have been approximately nine months from the date the proposed resolution was first introduced. If the Board of Supervisors approves the proposed resolution, the proposed resolution should be amended to set a deadline of October 1, 1993, approximately nine months from the time the proposed resolution could be

adopted, in order to allow the Commission sufficient time to submit its findings and recommendations. Under the proposed resolution, once the Board of Supervisors receives the findings and recommendations, the Civil Service System Reform Advisory Committee would be disbanded.

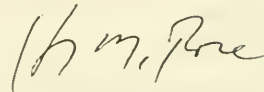
### Comments

1. The proposed resolution specifies that the members of the Civil Service System Reform Advisory Committee would serve without compensation.
2. According to Mr. Albert Walker of the Civil Service Commission, Civil Service would expect to incur an undetermined in-kind cost for supplies and clerical support in producing the report containing the findings and recommendations. Mr. Walker also reports that other City employees may be called upon by the Committee as resource people. In addition, five members of the Civil Service Reform Advisory Committee would be City employees. As such, the City would incur an unknown in-kind cost of allocating staff time to the proposed Advisory Committee.
3. The Civil Service Commission has provided the attached memos that describe some of their activities in regard to the issues that the proposed Civil Service System Reform Advisory Committee would be addressing.

### Recommendations

1. If the Board of Supervisors approves the proposed resolution, it should be amended to change the deadline for submittal of findings and recommendations to the Board of Supervisors from April 1, 1992 to October 1, 1993.
2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

Memo to Administration and Oversight Committee  
December 8, 1992 Administration and Oversight Committee Meeting



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Maher  
Supervisor Britt  
President Shelley  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Conroy  
Supervisor Gonzalez  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Migden  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

To: Board of Supervisors Budget Analyst  
Attn: Merlin

December 3, 1992

Fax # 252-0461

Merlin:

In response to your request, I am enclosing a draft copy of our recent letter to the Mayor concerning steps we are taking to reduce the number of classifications. You can get a copy on Commission letterhead and a copy of the attachment referred to, from Al Walker or Sandy, his secretary. (554 -4722).

I can offer the following comments about the status of the agenda topics listed in your fax for the proposed Civil Service System Reform Advisory Committee.

#### **Appointments on the basis of fitness and merit**

Our plans for cutting the number of classifications from the prior 2,000 to under 1,000 will effectively double the average number of opportunities to which an employee could be promoted on the basis of fitness and merit.

#### **Allocation of positions to classes**

The Civil Service Commission lacks the funds to do a City-wide classification study, although the last such study was done over 30 years ago. We are currently doing large classification studies in Department of Social Services and in the data processing classes:

As a preparatory step for reducing the number of classifications, we are checking the market rates of salaries paid to a significantly increased list of positions this year. Such data will help us decide which classes could be combined. As part of this effort, we have expanded the proposed number of benchmarks from 52 to 80, and will be surveying salaries of over 100 additional classes. These proposed benchmark changes and salary surveys are now the subject of meet and confer with employee organizations.

#### **Pay for performance vs. salary standardization**

While I believe Pay for Performance offers a number of possible benefits to the City, it requires that we first have in place a performance evaluation system which is trusted and accepted by employees. To accomplish this, we developed, and introduced on a trial basis effective July 1, 1992, a new, performance evaluation system for managers which zeroes in on their specific goals and actual accomplishments vs. these goals. A new system is also being developed for rank and file employees. We have announced that the results of the first reports from new system for managers will be reviewed next spring. Then with any updates, the new system for managers will begin July 1, 1993. During 1993, I also expect to see a new system introduced for the remaining employees.

**Provisions for early retirement**

Several months after the date the proposed committee was announced, the City actually tried an early retirement program with mixed results. The reasons why departments filled positions that the ordinance said would be left vacant need to be reviewed.

**Rules governing applications, exams, eligible lists, certification of eligibles, etc.**

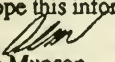
In November of 1991, several months after the date the proposed committee was announced, the voters approved Propositions B (Collective Bargaining) and C, D & E (Civil Service Reform). Propositions C, D and E allow the Commission to revise personnel rules in the above areas, in a process involving meeting and conferring with labor unions.

The Civil Service Commission has now drafted revised rules to overcome a number of major problems identified in these areas. Proposed rules governing certification and examinations are now the subject of meet and confer sessions with employee organizations. The proposed new rules are designed to modernize our archaic personnel management processes, broaden job opportunities for individual employees and assure fair treatment of our diverse workforce.

**Other working groups**

In addition to this work now being done by the Civil Service Commission, there was a study of personnel management problems completed by the Mayor's Fiscal Advisory Committee (MFAC) in July 1992, and there is currently a Board of Supervisors' panel looking at Civil Service reforms, under the direction of supervisor Migden. The Controller's Department Performance Audit group has also been studying Civil Service for over a year. Its report is expected within a few weeks.

I hope this information is helpful in preparing your report.

  
Lee Munson

## City and County of San Francisco

## Civil Service Commission

November 9, 1992



The Honorable  
Frank M. Jordan, Mayor  
City and County of San Francisco  
Room 200 City Hall  
San Francisco, CA 94102

Dear Mayor Jordan:

Thank you for your letter of October 23, 1992, in which you expressed concern about the number of classes we have and asked us to avoid creating new classes. Please be assured that the Commission has been concerned for some time about the large number of classes and sees a major reduction in their number as an essential step in streamlining City government. Early this year, we directed staff to cut the number of classes significantly. Some of the important actions we have taken toward this goal are:

1. Policy

The Commission has set a specific goal of reducing the number of classes from the current number, 1,783, to 1,000 or less by year-end 1996. Generally, we do avoid creating new classes. Sometimes, critical situations arise where a department's problems are best solved by using new classes. However, our policy in such cases is to ask the department to give-up an offsetting number of other classes.

For example, in the recent classification study of the Department of Social Services - a large study done by an outside consulting firm - the number of classes to be deleted offset the number of new classes proposed. The Commission was not satisfied with this and asked for further reductions in the number of classes proposed.

2. Canceling Inactive Classes

Our staff recently notified all departments of their intent to recommend deletion of the inactive classes on the attachment - 206 classes for which there are currently no budgeted positions. Before taking final action, we notified City department heads of our plans and asked for their comments. Unless their comments are very persuasive, we will cancel all of these classes. This action will cut the number of classes citywide by over 10%.

3. Consolidation of Classes

Our staff is currently doing an intensive review of the Classification Plan to identify classes we might consolidate, based on a similarity in duties, responsibilities and pay. There are clearly opportunities for cutting the number of classes using this approach. I expect the Commission will take action on many of these class consolidations in early 1993.

4. Budget Process

In the 1993-94 budget instructions, we included a directive to City departments asking them to minimize the creation of additional "A" classes. Departments normally can create new "A" classes for new positions approved in the budget process. This time, however, we will review each request for a new position and will urge departments to use only existing classes. "A" class numbers will no longer be issued by the Controller, but will be controlled by Civil Service and will only be issued on a very restricted basis.

November 9, 1992

Attachment  
Page 4 of 9

5. Combining Exempt and Civil Service Positions in the Same Class

Historically, the City has used separate classes for exempt positions. These positions now use 327 classes - 175 of which are single position classes. Civil Service classes may exist with similar duties and responsibilities. In our current review of the Classification Plan, we expect to identify a number of exempt classes we can combine with civil service classes.

6. Broadening Selection Rules and Revising Examination Rules

As you know, the new Charter amendments approved in November 1991 allow the Commission to revise a number of archaic rules. These rules were the primary cause of the number of classes and other inefficiencies now costing the City over \$20 million per year.

In 1990, the Commission began this charter amendment project by holding four months of public hearings. The Commission subsequently drafted the proposed charter amendments and worked actively with groups citywide to obtain support for these changes. The amendments approved by the voters will allow changes to the civil service system that can provide new incentives to both managers and employees for significantly reducing the number of classes. After holding public hearings in early 1992 to obtain input from managers and unions, the Commission drafted new rules for the selection process, exams, dismissals and other areas.

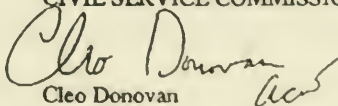
These draft rules must go through the "meet and confer process". City labor unions are now meeting with Carl Bunch to discuss selection and dismissal rules. We are willing to work out reasonable solutions to problems that the unions may have. This process could last for several months, however, based on present indications.

We should be able to combine significant numbers of classes after we complete the meet and confer process and are actually using broader selection rules for certain classes. Also, with new exam rules in place, we can develop procedures for using the same basic test and classification for certain similar jobs, with separate tests for specialized skills.

In summary, we are working to streamline personnel management in City government by reducing the number of classes, by expanding the number of benchmarks used in salary setting, and with other programs. We would welcome an opportunity to meet with you to discuss these programs and would be happy to work with your office on these and other programs to help streamline our City and County government.

Respectfully,

CIVIL SERVICE COMMISSION

  
Cleo Donovan  
President

Attachment

cc: Members of the Civil Service Commission  
Albert C. Walker, General Manager, Personnel  
Carl Bunch, Director, Employee Relations Division

## City and County of San Francisco

## Civil Service Commission



## MEMORANDUM

DATE : October 16, 1992

TO : Department Heads  
Personnel Officers

FROM : Albert C. Walker  
General Manager, Personnel

SUBJECT: ABOLISHMENT OF OBSOLETE AND UNUSED CLASSES

Beginning on the reverse side of this memorandum and continuing on the attached pages is a roster of 206 classes for which there are no authorized positions in the Annual Salary Ordinance. It is the Civil Service Department staff's preliminary evaluation that these classes are obsolete and should be abolished.

The distribution of these 206 classes is as follows:

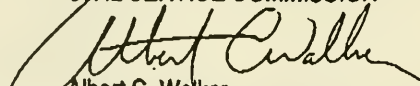
Civil Service Classes	(Filled by Examination)	126
Exempt Classes	(Filled by Appointment)	33
"A" Classes	(Unclassified)	<u>47</u>
TOTAL		206

Please review the classes on the attached roster to determine whether there is any reason that these classes should not be forwarded to the Civil Service Commission with a recommendation to abolish. The 47 "A" Classes are proposed for administrative deletion following this review.

Please notify Ms. Linda Lee, Supervisor, Civil Service Classification Unit, Room 350, 44 Gough Street, San Francisco, CA 94103, by Friday, November 6, 1992 in writing of any reason for not abolishing these classes. It is anticipated that the Civil Service Commission will be requested to abolish those classes finally determined to be obsolete at its meeting of Monday, December 7, 1992.

Thank you for your cooperation.

CIVIL SERVICE COMMISSION

  
Albert C. Walker  
General Manager, Personnel

(1692B)

City and County of San Francisco - Civil Service Commission  
 Job Classes : CLS 1.53  
 Selected Active Job Classes  
 Detail by Total Position Count and Job Class

Status Codes: Exp, Exempt Indicator : Blank = Civil Service

E = Exempt

Exp, Exam Status : Blank = Not in Progress

A = Announcement Issued

C = Continuous Testing

D = Under Development

Lst, List Status

E = Exhausted or N/A

O = Open or Active List

Total Posit	Class	Class Title	[- Status -] Exp Exm Lst Prd			Total Emp	Acty RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	0155	SECRETARY TO CH OF DEPT(FIRE DEPT).....	E	E	0	0	0	0	0		3,150	
0	0227	COURT MANAGEMENT SYSTEM COORD, MUNI CT..	E	E	0	0	0	0	0		3,834	
0	0245	COURT COMPUTER OPERATION MGR., HC.....	E	E	6	0	0	0	0		5,058	
0	0247	ASST COURT COMPUTER OPERATION MGR., HC..	E	E	6	0	0	0	0		0	
0	0283	ASST CRIMINAL CALENDAR COORDINATOR.....	E	E	0	0	0	0	0		3,750	
0	0300	DEPUTY CLERK, MUNICIPAL COURT.....	E	E	6	0	0	0	0		0	
0	0354	MEMBER, PARKING AUTHORITY.....	E	E	0	0	0	0	0		50	
0	0395	ASSISTANT CHIEF OF POLICE.....	E	E	0	0	0	0	0		4,223	
0	0420	POLICE SURGEON.....	E	E	6	0	0	0	0		1,769	
0	0586	CIVIL JURY COORDINATOR.....	E	E	6	0	0	0	0		2,094	
0	0593	ASSISTANT PERSONNEL ANALYST, SUPERIOR CT	E	E	0	0	0	0	0		1,414	
0	0594	PERSONNEL CLERK, SUPERIOR COURT.....	E	E	0	0	0	0	0		1,131	
0	0632	JUVENILE ADMIN SERVICES.....	E	E	0	0	0	0	0		1,526	
0	0635	ASST. COURT COMMISSIONER, SUP COURT.....	E	E	0	0	0	0	0	MEA	0	
0	0638	CRIMINAL COURTS ADMINISTRATOR.....	E	E	0	0	0	0	0		2,557	
0	0670	CHIEF CALENDAR CLERK, SUP COURT.....	E	E	0	0	0	0	0		0	
0	0672	CHIEF ASST. CALENDAR CLERK, SUP COURT...	E	E	0	0	0	0	0		1,600	
0	0679	SEC TO EXEC OFFICER, SUPERIOR COURT...	E	E	0	0	0	0	0		1,666	
0	0735	RESEARCH ASSISTANT.....	E	E	0	0	0	0	0		2,252	
0	0740	MEMBERS (6) BOARD OF EXAMINERS.....	E	E	0	0	0	0	0		15	
0	0750	MEMBERS (5), ABATHMENT APPEALS COMMITTEE.	E	E	0	0	0	0	0		15	
0	0755	REVIEW BOARD.....	E	E	0	0	0	0	0		50	
0	0756	MEMBER, RESIDENTIAL USERS APPEAL BOARD..	E	E	0	0	0	0	0		10	
0	0757	MEMBERS (5), INDUSTRIAL WASTE REVIEW BD.	E	E	0	0	0	0	0		100	
0	0760	MEMBER, SEISMIC INVES & HAZ, SUR ADV COH	E	E	0	0	0	0	0		15	
0	0836	MEMBER, PAROLE COMMISSION.....	E	E	0	0	0	0	0		150	
0	0842	JUVENILE SERVICES COORDINATOR.....	E	E	0	0	0	0	0		3,641	
0	1136	ASSISTANT COUNTY CLERK.....	E	E	0	0	0	0	0	MEA	2,660	1842
0	1142	COUNTY CLERK.....	E	E	12	0	0	0	0	MEA	3,197	1842
0	1212	TIMEROLL AUDIT CLERK.....	E	E	12	0	0	0	0			
0	1214	SENIOR TIMEROLL AUDIT CLERK.....	E	E	6	0	0	0	0	LOCAL	790	1444
0	1215	PRINCIPAL TIMEROLL AUDIT CLERK.....	E	E	6	0	0	0	0	LOCAL	790	1444
0	1274	DIRECTOR, BUR OF PERSONNEL AND SAFETY...	E	E	12	0	0	0	0	MEA	3,108	1242
0	1277	ASST DIV MANAGER, SALARY STAND & EMP REL	E	E	12	0	0	0	0	MEA	3,108	1242
0	1279	CHIEF OF TECH SELECTION SERVICES.....	E	E	12	0	0	0	0	MEA	3,426	1242
0	1288	ASSISTANT GENERAL MANAGER, PERSONNEL....	E	E	12	0	0	0	0	MEA	3,633	9998

CLS 1.53 : Active Classes that are a: Unused Classes

September 29, 1992

Total Posit	Class	Class Title	[- Status -]		Prob	Total	Actv	Elig	Elig	Union	Max	Sal
			Exp	Exm	Lst	Prd	Emp	Rqs	on Lst	AV	Rate	Bench
0	1330	CONSUMER RELATIONS REP.	E	E	6	6	0	0	0	LOCAL 790	1,310	1314
0	1494	CLERK I.	E	E	6	6	0	0	0	LOCAL 790	792	1444
0	1495	CLERK II.	E	E	6	6	0	0	0	LOCAL 790	956	1444
0	1496	CLERK III.	E	E	6	6	0	0	0	LOCAL 790	1,078	1444
0	1497	SUPERVISING CLERK I.	E	E	6	6	0	0	0	LOCAL 790	1,255	1444
0	1574	EXECUTIVE SECRETARY TO THE CONTROLLER.	E	E	12	6	0	0	0	LOCAL 790	1,381	1842
0	1742	SENIOR BLUEPRINTING MACHINE OPERATOR.	E	E	6	6	0	0	0	LOCAL 790	1,136	1760
0	1825	MANAGEMENT ANALYST.	E	E	12	6	0	0	0	MEA	2,365	1842
0	1828	SENIOR ASSOCIATE BUDGET ANALYST.	E	E	12	6	0	0	0	MEA	2,496	1852
0	1846	EXECUTIVE ASSISTANT, MAYOR'S OFFICE.	E	E	12	6	0	0	0	MEA	2,209	1842
0	1848	MAYOR'S SENIOR PROGRAM MANAGER.	E	E	12	6	0	0	0	MEA	1,637	1842
0	1851	MAYOR'S SENIOR PROGRAM MANAGER.	E	E	12	6	0	0	0	MEA	3,479	1842
0	1857	DIRECTOR OF INFORMATION.	E	E	12	6	0	0	0	MEA	3,155	1314
0	1859	ASST TO THE DIRECTOR OF INFORMATION.	E	E	12	6	0	0	0	MEA	1,818	1314
0	1866	MANAGER, BUR OF PERFORM MONITORING, PUC.	E	E	6	6	0	0	0	MEA	2,754	1842
0	1887	MGR, BUREAU OF CLAIMS & CONTRACTS, PUC.	E	E	6	6	0	0	0	MEA	3,836	9998
0	1895	ASST GEN MGR, ADMIN, BUR OF ADMIN, PUC.	E	E	6	6	0	0	0	MEA	3,953	9998
0	1898	EXEC DEPUTY FOR PROGRAM AND FISCAL ADM.	E	E	12	6	0	0	0	MEA	3,719	9998
0	1940	STORES AND EQUIPMENT SUPERVISOR.	E	E	12	6	0	0	0	LOCAL 790	1,985	1934
0	1954	PURCHASER, PRINTING.	A	E	12	6	0	0	0	LOCAL 790	1,773	1952
0	2354	CENTRAL PROCESSING AND DISTR SUPV.	E	E	12	6	0	0	0	MEA	2,766	2312
0	2425	RADIOLOGIC TECHNOLOGIST I.	C	E	6	6	0	0	0	LOCAL 790	1,543	2312
0	2426	RADIOLOGIC TECHNOLOGIST II.	E	E	6	6	0	0	0	LOCAL 790	1,603	2312
0	2427	RADIOLOGIC TECHNOLOGIST III.	E	E	6	6	0	0	0	LOCAL 790	1,698	2312
0	2441	DIAGNOSTIC MEDICAL SONOGRAPHER I.	E	E	6	6	0	0	0	LOCAL 790	1,580	2312
0	2465	VIROLOGIST.	E	E	12	6	0	0	0	LOCAL 21	2,496	2444
0	2484	PUBLIC HEALTH ASSISTANT TOXICOLOGIST I.	E	E	6	6	0	0	0	LOCAL 250	1,414	2312
0	2546	HANDICRAFT INSTRUCTOR.	E	E	6	6	0	0	0	LOCAL 250	7	2708
0	2702	DRESSING ROOM ATTENDANT.	E	E	6	6	0	0	0	MEA	1,853	1652
0	2816	CHIEF, BUREAU OF RECORDS AND STATISTICS.	E	E	12	6	0	0	0	MEA	4,352	9998
0	2892	DEPUTY DIRECTOR FOR INSTITUTIONS, DPH.	E	E	6	6	0	0	0	MEA	4,416	9998
0	2894	PROGRAM CHIEF, COMMUNITY PUBLIC HEALTH.	E	E	12	6	0	0	0	MEA	3,047	2910
0	2945	CHILDREN'S SERVICES INVESTIGATOR.	E	E	6	6	0	0	0	LOCAL 535	2,472	2910
0	2951	COMMUNITY SERVICES COORDINATOR.	E	E	12	6	0	0	0	LOCAL 535	2,472	2910
0	2980	SPECIALIST II, HUMAN RIGHTS COMMISSION.	E	E	12	6	0	0	0	LOCAL 535	1,342	1242
0	2983	ASST TO THE DIRECTOR, COMM ON THE AGING.	E	E	12	6	0	0	0	LOCAL 535	1,791	1842
0	2995	AFFIRMATIVE ACTION OFFICER, HRC.	E	E	12	6	0	0	0	LOCAL 535	1,650	1242
0	2997	SPECIALIST I, HUMAN RIGHTS COMMISSION.	E	E	12	6	0	0	0	LOCAL 535	1,650	1242
0	3137	ASST GEN MGR FOR FIN & PROP, REC & PARK.	E	E	6	6	0	0	0	LOCAL 790	1,163	1242
0	3210	ATHLETIC ATTENDANT.	E	E	6	6	0	0	0	MEA	3,359	9998
0	3226	GOLF COURSE STARTER.	E	E	6	6	0	0	0	LOCAL 790	6	3284
0	3228	GOLF COURSE STARTER.	E	E	6	6	0	0	0	LOCAL 790	1,104	3284
0	3228	ASST DIRECTOR, GOLF COURSE OPERATIONS.	E	E	12	6	0	0	0	LOCAL 790	1,871	3284
0	3240	DRAAMA INSTRUCTOR.	E	E	6	6	0	0	0	LOCAL 790	1,323	3284
0	3301	VENDOR HELPER.	E	E	6	6	0	0	0	LOCAL 790	6	3284
0	3305	RIDES ATTENDANT HELPER.	E	E	6	6	0	0	0	LOCAL 790	6	3284
0	3462	ASST DIRECTOR, GOLF COURSE MAINTENANCE.	E	E	6	6	0	0	0	LOCAL 261	1,918	7514
0	3470	DIR OF MGTG & OPERS, CANDLESTICK PARK.	E	E	12	6	0	0	0	MEA	2,784	1842
0	3526	MUSEUM CONSERVATOR ASSISTANT.	E	E	6	6	0	0	0	LOCAL 790	1,237	3542
0	3526	ORGANIST.	E	E	6	6	0	0	0	LOCAL 790	1,156	3584

## CLS 1.53 : Active Classes that are a: Unused Classes

September 29, 1992

Total Posit	Class	Class Title	[- Status -] Exp Exp Lst Prd			Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	3532	PROGRAM MGR, KALW RADIO STATION.....	E	12		0	0	0	0	HEA	1,723	1314
0	3533	GENERAL MGR, KALW RADIO STATION.....	E	12		0	0	0	0	HEA	2,033	1314
0	3534	MUSEUM PHOTOGRAPHER.....	E	6		0	0	0	0	LOCAL	1,658	1770
0	3584	DEPUTY DIR FOR OPER, FINE ARTS MUSEUMS.....	E	6		0	0	0	0	HEA	3,047	1842
0	3585	DEP DIR FOR EDUC AND EXHIBIT, MUSEUMS.....	E	6		0	0	0	0	HEA	3,047	1842
0	3589	ASST DIR, ADMIN CENTER FOR ASIAN ART.....	E	12		0	0	0	0	HEA	2,124	1842
0	3590	TECH INSTRUCT ASST, ENGLISH READER.....	E	12		0	0	0	0	HEA	9	3593
0	3644	CITY ARCHIVIST.....	E	6		0	0	0	0	LOCAL	1,936	3630
0	3668	ASSISTANT CITY LIBRARIAN.....	E	12		0	0	0	0	HEA	3,313	1842
0	4110	RENTAL PROPERTY SUPERVISOR.....	E	12		0	0	0	0	HEA	2,242	4261
0	4130	CONVENTION FACILITIES ASSISTANT MANAGER.....	E	12		0	0	0	0	LOCAL	1,994	4261
0	4336	LICENSE BUREAU ASSISTANT SUPERVISOR.....	E	6		0	0	0	0	LOCAL	1,291	1444
0	5108	DIR, GENERAL SERVICES DIV, STUSD.....	E	12		0	0	0	0	HEA	3,159	2334
0	5111	DEPUTY FOR DEVELOPMENT.....	E	12		0	0	0	0	HEA	4,059	1842
0	5226	TRAFFIC SURVEY COOR-INTERVIEWER.....	E	6		0	0	0	0	LOCAL	21	7
0	5284	ENVIRONMENTAL REVIEW OFFICER.....	E	6		0	0	0	0	LOCAL	21	7
0	5286	ADMINISTRATOR, PROPERTY CONSERVATION DIV.....	E	12		0	0	0	0	HEA	2,819	7344
0	5287	TRANSIT PLANNER I.....	E	6		0	0	0	0	LOCAL	21	1,484
0	5365	STREET ASSESSMENT COORDINATOR.....	E	6		0	0	0	0	LOCAL	21	1,946
0	6218	INSP HEIGHTS & MEASURES TRAINEE.....	E	6		0	0	0	0	HEA	1,298	3450
0	6336	PROPERTY REHABILITATION MANAGER.....	E	12		0	0	0	0	HEA	3,187	7344
0	7124	MAINT AND REPAIR SUPT HETCH HETCHY PROJ.....	E	12		0	0	0	0	LOCAL	38	3,093
0	7128	POWER HOUSE SUPERINTENDENT.....	E	12		0	0	0	0	LOCAL	6	2,043
0	7234	TRANSPORTATION EQUIPMENT SHOP SUPERVISOR.....	E	12		0	0	0	0	LOCAL	6	2,737
0	7312	CHAUFFEUR.....	E	6		0	0	0	0	LOCAL	790	826
0	7320	PROPERTY STAGE HAND.....	E	6		0	0	0	0	LOCAL	261	17
0	7327	GRANITE CUTTER.....	E	6		0	0	0	0	LOCAL	1,866	7344
0	7369	APPRENTICE SHEET METAL WORKER.....	E	6		0	0	0	0	LOCAL	17	7344
0	7371	STAGE CARPENTER.....	E	6		0	0	0	0	LOCAL	1305	1,634
0	7414	BLACKSMITH'S FINISHER.....	E	6		0	0	0	0	LOCAL	790	1,078
0	7426	ELEVATOR OPERATOR.....	E	6		0	0	0	0	LOCAL	38	1,273
0	7442	WATER METER REPAIR HELPER.....	E	6		0	0	0	0	LOCAL	790	1,535
0	8134	CONFIDENTIAL CRIME REPORTER.....	E	6		0	0	0	0	LOCAL	790	1,690
0	8136	SENIOR CONFIDENTIAL CRIME REPORTER.....	E	6		0	0	0	0	LOCAL	790	1,698
0	8140	RETIREMENT SYSTEM INVESTIGATOR.....	E	6		0	0	0	0	LOCAL	790	2,779
0	8144	PSYCHIATRIC INVESTIGATOR, DIST ATTORNEY.....	E	12		0	0	0	0	LOCAL	790	2,496
0	8145	PRINCIPAL PUBLIC DEFENDER'S INVEST.....	E	12		0	0	0	0	LOCAL	790	1,421
0	8154	CONSUMER MEDIATION REPRESENTATIVE.....	E	6		0	0	0	0	LOCAL	790	1,421
0	8195	EXEC DIR, MAYOR'S CRIM JUSTICE COUNCIL.....	E	12		0	0	0	0	LOCAL	790	1,407
0	8303	SHERIFF'S CIVIL PROCESS ASSISTANT.....	E	6		0	0	0	0	LOCAL	790	1,279
0	8422	ASSISTANT NEIGHBORHOOD COORDINATOR.....	E	12		0	0	0	0	LOCAL	790	1,550
0	8423	NEIGHBORHOOD COORDINATOR.....	E	12		0	0	0	0	LOCAL	790	1,955
0	8424	SENIOR NEIGHBORHOOD COORDINATOR.....	E	12		0	0	0	0	LOCAL	790	2,156
0	8425	PROJECT COORDINATOR, SAFE.....	E	12		0	0	0	0	LOCAL	790	1,862
0	8448	CHIEF ALTERNATIVE SPECIALIST II.....	E	6		0	0	0	0	LOCAL	790	1,658
0	9125	CHIEF TRANSIT INFORMATION CLERK.....	E	6		0	0	0	0	LOCAL	790	1,658
0	9160	SENIOR CLAIMS ADJUSTER.....	E	6		0	0	0	0	LOCAL	790	2,793

Page number: 3

CLS 1.53 : Active Classes that are a: Unused Classes

Total Posit	Class	Class Title	[- Status -]		Total Emp	Actv Rqs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
			Exp	Exm Lst Prd							
0	9177	DIRECTOR OF SYSTEMS SAFETY.....	E	12	0	0	0	0	MEA	3,217	5204
0	9192	TRANSN ENVIRONMENTAL COORDINATOR.....	E	12	0	0	0	0	MEA	2,772	5278
0	9335	MARINE FIRE AND BOILER OPERATOR.....	E	6	0	0	0	0	LOCAL	1,573	7328
0	9336	HEAD DREDGE LEVER OPERATOR.....	E	6	0	0	0	0	LOCAL	2,104	7328
0	9340	DREDGING SUPERVISOR.....	E	12	0	0	0	0	LOCAL	2,264	7328
0	9362	ASST SUPT. HARBOR MAINT. BLOGS AND SIS.....	E	6	0	0	0	0	LOCAL	2,835	7355
0	9365	SR ESTIMATOR, HEAVY CONSTRUCTION, PORT.....	E	12	0	0	0	0	LOCAL	2,135	5204
0	9372	ASSOC ESTIMATOR OF HEAVY CONSTRUCTION.....	E	6	0	0	0	0	LOCAL	1,936	5204
0	9401	PROGRAM MONITOR I, CITY DEMONSTR AGENCY.....	E	6	0	0	0	0	LOCAL	1,800	5278
0	9403	PROGRAM MONITOR II, CITY DEMONSTR AGENCY.....	E	6	0	0	0	0	LOCAL	2,135	5278
0	9411	CITIZEN PARTICIPATION REHAB MONITOR.....	E	6	0	0	0	0	LOCAL	2,135	5278
0	9458	PROG MONITOR ASST, CITY DEMONSTR AGENCY.....	E	12	0	0	0	0	LOCAL	1,067	5278
0	9710	EMPLOYMENT AND TRAINING SPECIALIST V.....	E	12	0	0	0	0	LOCAL	3,108	1242
0	9714	CIR. MAYOR'S OFFICE OF EMP AND TRAINING.....	E	12	0	0	0	0	MEA	3,777	1242
0	9730	STAFF AIDE I, SPECIAL PROJECT.....	E	6	0	0	0	0	MEA	847	1842
0	9778	DEPUTY EXECUTIVE DIRECTOR O.C.D.....	E	6	0	0	0	0	MEA	3,482	9998
0	9780	EXECUTIVE DIRECTOR O.C.D.....	E	6	0	0	0	0	MEA	3,970	9998
0	9918	PUBLIC SERVICE AIDE-SECURITY.....	E	6	0	0	0	0	LOCAL	911	8304
0	9926	PUBLIC SERVICE AIDE-LEGAL ENFORCEMENT.....	E	6	0	0	0	0	LOCAL	838	2312
0	9940	PUBLIC WORKS AIDE.....	E	6	0	0	0	0	LOCAL	790	7514
0	9951	NEIGHBORHOOD YOUTH CORPS TRAINEE.....	E	6	0	0	0	0	LOCAL	790	1444
0	9953	GROUP LEADER NEIGHBORHOOD YOUTH CORPS.....	E	6	0	0	0	0	LOCAL	790	1444
0	9957	SUPERVISOR NEIGHBORHOOD YOUTH CORPS.....	E	6	0	0	0	0	LOCAL	790	1444
0	9980	FIRE SAFETY TECHNICIAN.....	E	6	0	0	0	0	LOCAL	10	8304
0	9990	COMMUNITY LIAISON OFFICER (FACE).....	E	6	0	0	0	0	LOCAL	1,835	1314
0	B516	SENIOR CLERK-TYPIST.....	E	6	0	0	0	0	LOCAL	1,197	1444
0	H 17	MEDICAL COORDINATOR.....	E	0	0	0	0	0	LOCAL	2,051	

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CALENDAR - *Actions Taken*

**ADMINISTRATION AND OVERSIGHT  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO**

TUESDAY, DECEMBER 8, 1992 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

ABSENT: SUPERVISOR MAHER - ITEMS 16-22

ACTING CLERK: KAY GULBENGAY

REGULAR CALENDAR

1. File 92-90-14. Consideration of appointment of members to the Hazardous Materials Advisory Committee Judith Guerriero, (Public Educator) term expiring July 1, 1990, for the unexpired portion of a four-year term ending July 15, 1994.

Applicant: Kathleen M. Kahler (Health Educator)

ACTION: Hearing held. Continued to the call of the chair.

2. File 92-92-38. Consideration of appointment of member to the Handicapped Access Appeals Board, vice Thomas M. Berliner (physically handicapped), term expiring November 1, 1992, for a four-year term ending November 1, 1996. (Clerk of the Board)

Applicants: James Albert  
Lynn Yandell  
Paul Imperiale  
August Joseph Longo

(Cont'd from 11/17/92)

ACTION: Hearing held. Appointment of Paul Imperiale recommended. Resolution prepared in and reported out of committee entitled:  
"Appointing member to the Handicapped Access Appeals Board."  
Recommended.

3. File 92-92-45. Consideration of appointment of members to the Maternal, Child and Adolescent Health Board vice Margaret Royce, (Nurse); Meredith Cahn, (Parent-Full Board); Mary C. Costello (Parent-Full Board); Devi Ananda, (Health Prof.-Full Board); Kathleen Morkert (Health Prof.-Full Board); Grace King, (Health Prof.-Britt); Martin Gersham, (Educator-Hsieh); Philip Ziring, M.D. (Health Prof.-Full Board) and Barbara Kalmanson (Hallinan), terms expired August 31, 1992, for three-year terms ending August 31, 1995. (Clerk of the Board)

Applicant: Martin Gersham, (Educator-Hsieh)  
Linda S. White, PhD (Health Profession)

ACTION: Hearing held. Appointment of Martin Gersham recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Maternal, Child and Adolescent Health Board." Recommended. (See File 92-92-45.2)  
Remaining appointments (See File 92-92-45) continued to the call of the chair.

4. File 92-92-46. Consideration of appointment of seven (7) members to the Elder Abuse Task Force. (Clerk of the Board)

Applicants: Tress Stewart  
Donna Medley  
Sadie Hutton  
Dennis Gustafson  
Ricardo Hernandez  
Jo Ruffin

(Cont'd from 11/17/92)

ACTION: Hearing held. Appointment of Ricardo Hernandez recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Elder Abuse Task Force." Recommended. (See File 92-92-46.2)  
Remaining appointments (See File 92-92-46) continued to call of the chair.

5. File 92-92-50. Consideration of appointment of one (1) member, Task Force on Youth Employment, term indefinite. (Clerk of the Board)

Applicant: Wilbert Battle (Redevelopment Agency)

(Cont'd from 11/17/92)

ACTION: Hearing held. Appointment of Wilbert Battle recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Task Force on Youth Employment." Recommended.

6. File 92-92-52. Consideration of appointment of members to the Bicycle Advisory Committee, vice Jon Poschman (at large), Pat McElroy (at large), terms expiring December 31, 1992, for the three-year term ending December 31, 1995. (Clerk of the Board)

Applicants: Michael Hillson  
Charles A. Higgins  
Jon Poschman  
Leslie D. Plack

(Cont'd from 11/17/92)

ACTION: Hearing held. Continued to January 14, 1992 meeting.

7. File 92-92-61. Consideration of appointment of member to the Bicycle Advisory Committee, vice David G. Marshall (environmental organization), for the unexpired portion of the three-year term ending December 31, 1995. (Clerk of Board)

Applicant: Carolyn Helmke

ACTION: Hearing held. Appointment of Carolyn Helmke recommended.  
Resolution prepared in and reported out of committee entitled:  
"Appointing member to the Bicycle Advisory Committee."  
Recommended.

8. File 92-92-47. Consideration of appointment of member to the Mental Health Advisory Board, vice John E. O'Brien (consumer), resigned, for the unexpired portion of the three-year term ending January 31, 1994. (Clerk of the Board)

Applicants: Darwin D. Dias (consumer)  
Marvis J. Phillips (consumer)  
Peter Tenney (consumer)

ACTION: Hearing held. Appointment of Darwin D. Dias recommended.  
Resolution prepared in and reported out of committee entitled:  
"Appointing member to the Mental Health Advisory Board."  
Recommended.

9. File 92-92-56. Consideration of reaffirming appointment of members to the Golden Gate Bridge, Highway and Transportation District, vice Stephan Leonoudakis, James R. Bronkema, Robert McDonnell and Robert Ross, , terms expiring, January 1, 1993, for two-year terms ending January 1, 1995. (Clerk of Board)

ACTION: Hearing held. Reaffirming of Stephan Leonoudakis, James R. Bronkema, Robert McDonnell and Robert Ross recommended.  
Resolution prepared in and reported out of committee entitled:  
"Affirming retention of members appointed by the Board of Supervisors as members of the Board of Directors, Golden Gate Bridge, Highway and Transportation District."  
Recommended to Board for consideration on January 4, 1993.

10. File 92-92-57. Consideration of reaffirming appointment of member to the Golden Gate Bridge, Highway and Transportation District, vice Supervisor Bill Maher, term expiring, January 1, 1993, for the two-year term ending January 1, 1995. (Clerk of Board)

ACTION: Hearing held. Reaffirming appointment of Supervisor Bill Maher recommended. Resolution prepared in and reported out of committee entitled: "Affirming retention of Supervisor Bill Maher as a member of the Board of Directors, Golden Gate Bridge, Highway and Transportation District."  
Recommended to Board for consideration on January 4, 1993.  
(Supervisor Maher excused from voting.)

11. File 92-92-58. Consideration of appointment of member of the Board of Supervisors to the Golden Gate Bridge, Highway and Transportation District, vice Supervisor Jim Gonzalez, term expiring, January 1, 1993, for the two-year term ending January 1, 1995. (Clerk of Board)

Applicant:

ACTION: Hearing held. Appointment of Supervisor Angela Alioto recommended. Resolution prepared in and reported out of committee entitled:  
"Appointing Supervisor Angela Alioto as a member of the Board of Directors, Golden Gate Bridge, Highway and Transportation District."  
Recommended to Board for consideration on January 4, 1993.

12. File 92-92-59. Consideration of reaffirming appointment of member to the Golden Gate Bridge, Highway and Transportation District, vice Supervisor Willie B. Kennedy, term expiring, January 1, 1993, for the two-year term ending January 1, 1995. (Clerk of Board)

ACTION: Hearing held. Reaffirming appointment of Supervisor Willie B. Kennedy recommended. Resolution prepared in and reported out of committee entitled: "Affirming retention of Supervisor Willie B. Kennedy as a member of the Board of Directors, Golden Gate Bridge, Highway and Transportation District."  
Recommended to Board for consideration on January 4, 1993.

13. File 92-92-60. Consideration of reaffirming appointment of member to the Golden Gate Bridge, Highway and Transportation District, vice Supervisor Tom Hsieh, term expiring, January 1, 1993, for the two-year term ending January 1, 1995. (Clerk of Board)

ACTION: Hearing held. Appointment of Supervisor Terence Hallinan recommended. Resolution prepared in and reported out of committee entitled: "Appointing Supervisor Terence Hallinan as a member of the Board of Directors, Golden Gate Bridge, Highway and Transportation District."  
Recommended to Board for consideration on January 4, 1993.  
(Supervisor Maher excused from voting.)

14. File 92-92-54. Consideration of appointment of a member to the Metropolitan Transportation Commission vice, Supervisor Harry G. Britt, (leaving office) for the unexpired portion of the four-year term ending February 10, 1995. (Clerk of the Board)

Applicant: Supervisor Tom Hsieh

ACTION: Hearing held. Appointment of Supervisor Tom Hsieh recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Metropolitan Transportation Commission."  
Recommended.

15. File 92-92-55. Consideration of appointment of member to the Bay Area Air Quality Management District, vice Supervisor Harry G. Britt, term expires, December 31, 1992, for a four-year term ending December 31, 1996. (Clerk of Board)

Applicant: Supervisor Carole Migden

ACTION: Hearing held. Appointment of Supervisor Carole Migden recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Bay Area Air Quality Management District." Recommended.

16. File 92-92-48. Consideration of appointment to the Delinquency Prevention Commission, vice Karen Jo Koonan (Supervisor Migden), term expiring December 31, 1992, for a four-year term ending December 31, 1996. (Clerk of the Board)

Applicant: Karen Jo Koonan (Supervisor Migden)

ACTION: Hearing held. Appointment of Karen Jo Koonan recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Delinquency Prevention Commission." Recommended.

17. File 92-92-65. Consideration of appointment of member to the Delinquency Prevention Commission, vice Merrill Randol (Supervisor Gonzalez) resigned, for the four-year term ending December 31, 1996. (Clerk of the Board)

Applicant: Migdalia Mickey Rosado (Gonzalez)

ACTION: Hearing held. Appointment of Migdalia Mickey Rosado recommended. Resolution prepared in and reported out of committee entitled: "Appointing member to the Delinquency Prevention Commission." Recommended.

18. File 92-92-66. Consideration of appointment of members to the Delinquency Prevention Commission vice Patricia Lee (Supervisor Hsieh), Scott Hauge (Supervisor Hallinan), Brian Henning (Supervisor Shelley), Jean Hadley (Supervisor Maher), Raymond Benson (Supervisor Alioto), Laura Asselin (Supervisor Conroy), Eric Ciasullo (Supervisor Britt), terms expiring December 31, 1992, for four-year terms ending December 31, 1996. (Clerk of the Board)

Applicants: Patricia Lee (Supervisor Hsieh)  
Brian Henning (Supervisor Shelley)

ACTION: Hearing held. Appointments of Patricia Lee and Brian Henning recommended. Resolution prepared in and reported out of committee entitled: "Appointing members to the Delinquency Prevention Commission." Recommended. (See File 92-92-66.1)  
Remaining appointments (See File 92-92-66) continued to the call of the chair.

19. File 92-92-63. Consideration of appointment of a member to the Emergency Medical Care Committee, vice William Harris (UCSF) resigned, for the unexpired portion of the three-year term ending June 30, 1993. (Clerk of the Board.)

Applicant: Linda M. Mann

ACTION: Hearing held. Continued to the call of the chair.

20. File 97-92-64. [City Planning Dept. Membership] Ordinance amending Administrative Code by amending Section 16.6-13 to provide for City Planning Commission membership in the Association for Commuter Transportation. (Dept. City Planning)

ACTION: Hearing held. Recommended.

21. File 174-91-1. [Civil Service System Reform Advisory Committee] Resolution creating the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors. (Supervisors Kennedy, Alioto, Achtenberg)

ACTION: Hearing held. Continued to January 14, 1993 meeting.

LITIGATION – CLOSED SESSION

22. File 45-92-69. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Gaudiya Vaishnava Society, et al. against Cairns, et al. (City Attorney) (U.S. District Court No. C88-1904 (FMS))

ACTION: Recommended.

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192  
BOARD of SUPERVISORS



City Hall  
San Francisco 94102  
554-5184

NOTICE OF CANCELLED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

*Calendar*

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DEC 22 1992

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Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, December 22, 1992, has been cancelled.

*John L. Taylor*  
JOHN L. TAYLOR  
Clerk of the Board

POSTED: DECEMBER 17, 1992

ADMINISTRATION AND OVERSIGHT COMMITTEE  
BOARD OF SUPERVISORS  
ROOM 235, CITY HALL  
SAN FRANCISCO, CA. 94102

IMPORTANT HEARING NOTICE

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